

No. BOG-FL-00

Title: POLICY ON THE FRENCH LANGUAGE

CLASSIFICATION:

ARTICLE 1. DEFINITIONS

The term **Charter** refers to the Quebec Charter of the French Language (CQLR, C-11).

The term **certificate holders** designates those students who hold, or have held at any time in the past, a Certificate of Eligibility for English Instruction in Quebec as per the Charter of the French Language.

The term **non-certificate holders** designates those students who do not hold, and have never held, a Certificate of Eligibility for English Instruction in Quebec as per the Charter of the French Language.

The term **English-language institution** refers to institutions of higher learning given this designation as per the Act respecting French, the official and common language of Québec.

ARTICLE 2. STUDENTS' COMMAND OF THE FRENCH LANGUAGE

2.1 As part of their program leading to a Diploma of College Studies, all students will be required to successfully complete the French requirements as detailed below.

For **non-certificate holders**:

- a. Students admitted in Fall 2023 or later must pass the *Épreuve uniforme de français* (EUF) to be granted a Diploma of College Studies. Students must also pass three (3) French courses in preparation for the EUF.

Students admitted in Fall 2023 or later must pass three (3) French courses in preparation for the EUF.

ARTICLE 3. PRIORITY IN ADMISSIONS FOR CERTIFICATE HOLDERS

- 3.1 For applications to a program leading to a Diploma of College Studies (DCS), starting in Winter 2024, certificate holders will receive priority admission where the number of admission applications is higher than the number of students that may be admitted. Such priority will be applied as follows:
- a. For first choice program applications, admission decisions will be based on academic record and other program-specific admission requirements. Priority will be given to certificate holders based on college-determined standards, established in consultation with programs. These standards might consist of, for example, a given overall average and/or score on audition, interview, drawing test, portfolio, etc. As these standards may vary from one year to the next, they will be made public at the start of the recruitment period.
 - b. For second choice program applications, admission priority will be given to certificate holders. This may therefore result in admission in a different program or in a springboard pathway.
 - c. The College will also collaborate with other English-language colleges to ensure all qualified on-time applicants who are certificate holders are admitted to an English-language college for the semester to which they applied.
- 3.2 For programs leading to an Attestation of College Studies (ACS), admission priority will be given to certificate holders based on program-specific admission requirements.

ARTICLE 4. DELIVERY OF SERVICES IN FRENCH

- 4.1 As an institution of higher learning where the language of instruction is English, Dawson College operates in an environment where the majority of employees and students are comfortable receiving services in English, and as such, service delivery at the College takes place primarily in English.
- 4.2 Notwithstanding article 4.1 above, most services at the College are available in French upon request, including:
- Academic Administration
 - Human Resources
 - Financial Services
 - Communications
 - Information Systems and Technology
 - Facilities Management
 - Student Services

ARTICLE 5. WRITTEN COMMUNICATION IN FRENCH

- 5.1 Official written correspondence with the civil administration of Quebec and with legal entities and corporations established in Québec will be in French.

- 5.2 Official written correspondence with legal entities and corporations established in Quebec 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.
- 5.3 Notwithstanding articles 5.1 and 5.2 above, official written correspondence received in English from legal entities and corporations, including English-language institutions established in Quebec, may be responded to by the College in English.

ARTICLE 6. RESPONSIBILITIES

- 6.1 The Director General will:
- Oversee the application of this policy throughout the college.
 - Ensure the delivery of services in French as per article 4.2.
 - Report to the Senate and the Board of Governors on the outcomes of the reviews undertaken according to article 10.
 - Adjudicate issues arising from the application of this policy.

ARTICLE 7. STANDING COMMITTEE FOR THE POLICY ON THE FRENCH LANGUAGE

- 7.1 The committee is responsible for:
- Drafting the Policy on the French Language.
 - Reviewing the application of the policy in accordance with article 10, including drafting a report to be submitted to the Ministry every three years.
 - Recommending changes to the policy to the Director General.
 - Coordinating the consultation process as outlined in article 8.
- 7.2 The committee is composed of the following members:
- Coordinator of Communications, or delegate (chair)
 - Academic Dean, or delegate
 - Director of Human Resources, or delegate
 - Dean of Academic Systems, or delegate
 - Director of Student Services, or delegate
 - Chair of the Senate
 - Member of the faculty, appointed by the Dawson Teachers' Union
 - Member of the professional staff, appointed by the Association of Dawson Professionals
 - Member of the support staff, appointed by the Dawson Support Staff Union
 - Two members of the student body, appointed by the Dawson Student Union
 - Member of the management personnel, appointed by the Dawson Association des cadres des collègues du Québec

ARTICLE 8. CONSULTATION PROCESS

- 8.1 The Standing Committee on the French Language Policy will be responsible for leading consultation efforts with employees and students on the development, evaluation and amendments to this policy.

