



**No. BOG-FL-00**

**Title: POLICY ON THE FRENCH LANGUAGE**

**CLASSIFICATION:** BOARD OF GOVERNORS

**FIRST ADOPTED:** December 1, 2003 (BOG 393.6.2)

**REVISED:** May 24, 2023 (BOG 533.2); June 5, 2024 (BOG 542.6.3)

### **Preamble**

As a college in the province of Quebec, aware of its responsibility to contribute to the intellectual, economic and social development of our society, Dawson College recognizes the importance for its students to learn French so that they can “interact, thrive within Québec society and participate in its development” (CQLR, C-11, article 6.1).

All members of the college community play a role in ensuring that French proficiency is recognized as a factor to students' academic success as well as their social and professional development. To the best of their ability, community members should model appropriate use of French and encourage students to improve their fluency in French.

Students' integration into and participation in Quebec society requires oral and written proficiency in the French language. As such, they should strive to improve their fluency in French by developing their reading, writing and speaking abilities to the level where they can meet the requirements of their program of study.

The Quebec Charter of the French Language (CQLR, C-11) was revised in 2022. Dawson College must revise its language policy, first adopted in 2003, to conform to the new requirements for all institutions defined as English post-secondary institutions under the Charter. Pursuant to the law, the College consulted students and employees and invited their participation in the development of this policy.

Notwithstanding its commitment to the promotion and learning of the French language, as a designated English post-secondary institution, Dawson College provides instruction in English and seeks to serve those with rights to English-language education under the Charter. As such, learning and working will continue to take place in English within the limits imposed by the Charter. In addition, Dawson College will continue to remain open to admissions of all Quebecers who seek the benefits of an English-language education, within the limits imposed by the Charter.

## 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.
- b. Students admitted in Fall 2024 or later will also be required to take two (2) of their other program courses in French.

For **certificate holders**:

- a. Students admitted in Fall 2024 or later must take five (5) courses in or of French. Students must pass two (2) French second language courses, and, depending on their level of proficiency in French, they must pass either three (3) program courses in French or three (3) additional French second language courses (one of which will be outside their program), or any combination thereof.

Non-certificate holders who have not been educated in Quebec will be required to demonstrate their proficiency in the French language for admission purposes.

2.2 In order to graduate, non-certificate holders in programs leading to an Attestation of College Studies (ACS) must demonstrate they meet the standard determined by the *ministère de la Langue française* for being able “to interact, thrive within Québec society and participate in its development”.

2.3 Each program of study will provide mechanisms for students to develop proficiency in the usage of French terminology relevant to its field(s) of study. These mechanisms may include, but are not limited to, the following:

- A specific education course in French;
- An internship or clinical placement in a French-speaking environment;
- A glossary of French terminology.

### **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 collèges 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.

- 8.2 Consultation efforts will include surveys, in-person meetings with specific stakeholder groups and a dedicated email address to provide feedback.
- 8.3 Employees and students will be provided with opportunities to comment on the draft policy and any subsequent revisions.
- 8.4 The Senate shall be consulted and will make a recommendation on the aspects of this policy that fall within its purview to the Board of Governors, and any subsequent revisions.

## **ARTICLE 9. COMPLAINTS PROCESS**

- 9.1 The Director of Corporate Affairs will receive complaints concerning the application of this policy.
- 9.2 The Director of Corporate Affairs will acknowledge receipt of a complaint in writing, normally within five working days, and indicate whether it is receivable. If a complaint is receivable, the Director of Corporate Affairs will direct it to the manager of the area in which the complaint arose. The complainant will be informed within thirty days of the actions that have been or will be taken to address the issue raised in the complaint.
- 9.3 The Director of Corporate Affairs will inform the Standing Committee on the French Language Policy of all complaints received and actions taken.
- 9.4 The Director General will have the final authority to adjudicate issues arising from the application of this policy.

## **ARTICLE 10. POLICY REVIEW AND REPORTING**

- 10.1 The College will review this policy by June 30, 2024.
- 10.2 Every three years, the College will report to the *ministère de la Langue française* on the application of this policy. This report will be developed by the Standing Committee on the French Language Policy in accordance with the consultation process set out in article 8, including any complaints received.
- 10.3 Every ten years, the College will review whether this policy requires updating, and report thereon to the *ministère de la Langue française*. This review will be conducted in accordance with the consultation process set out in article 8.

## **ARTICLE 11. POLICY APPROVAL AND EFFECTIVE DATE**

- 11.1 The Board of Governors will adopt this policy and any subsequent revisions.
- 11.2 This policy will come into effect on June 1, 2023.