



**LaSalle College**  
Montréal

**MAKE IT  
HAPPEN!**

# ADMISSION REGULATIONS

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LASALLE COLLEGE STUDENTS

• *Adopted by the Board of Directors on July 16<sup>th</sup>, 2019*



LCI EDUCATION  
NETWORK  
MEMBER



## 1. AIM OF REGULATIONS

These regulations apply to the admission of students in all programs leading to a Diploma of College Studies (DEC), to an Attestation of College Studies (AEC) or to a Diploma of Vocational Studies (DVS). Furthermore, this document pertains to the regular college curriculum, to continuing education and to the vocational training curriculum.

## 2. PREAMBLE

LaSalle College pursues an educational mission in line with making education accessible. Each year, LaSalle College welcomes students who are seeking to obtain a Diploma of College Studies, an Attestation of College Studies or a Diploma of Vocational Studies. In the interest of fairness and information, the following regulations set out the objectives, conditions and rules of application concerning the admission process.

These are based on the Regulations of the General and Vocational Colleges Act (R.Q. c. C-29, r.3.3.01) or on the Education Act (L.R.Q., c. I-13.3, a. 448).

## 3. GOAL

The aim of the Admission Regulations is to:

- a) Ensure the transparency of the admission's process.
- b) Ensure that candidates are given equal consideration when applying to LaSalle College according to the standards and criteria which apply to the regular college curriculum, to continuing education and to the vocational training curriculum.
- c) Set out the procedural requirements pursuant to articles 2, 3 and 4 of the College Education Regulations (L.R.Q., c. C-29, a.18) and pursuant to articles 12, 13 and 14 of the Education Act (L.R.Q., c. I-13.3, a. 448).

## 4. DEFINITIONS

### 4.1. ADMISSIONS' OFFICE (AO)

The administrative body responsible for processing applications for all programs of study.

### 4.2. CANDIDATE

Any person who submits an application for a program of study leading to a Diploma of College Studies (DEC), to an Attestation of College Studies (AEC), to a Diploma of Vocational Studies (DVS) or to other courses for which credits are attributed.

### 4.3. APPLICATION

LaSalle College's official application document which has been completed by a candidate and forwarded to the Admissions' Office.

A candidate can submit an application at any time, in person, via regular mail or online.



## 4.4. REQUIRED DOCUMENTS

The following documents must be attached to the application form upon submission:

- a) An application form which has been duly completed;
- b) The candidates' birth certificate or an official copy of the act of birth;
- c) Payment of the application fee;
- d) Standardized English Test results (IELTS or TOEFL)
- e) Student record;
  - i) The most recent academic records;
    - a. If the applicant completed his studies in the province of Québec, his record must be issued by the « *Ministère de l'éducation et de l'enseignement supérieur* » (MEES);
    - b. If the applicant studied in another province within Canada, his transcripts must be issued by the Ministry of Education from the province or territory where he attended school;
    - c. If the applicant studied outside of Canada, his record must be issued by an educational institution or by the state;

If the certification is not clearly indicated on the transcript or diploma, the candidate will be required to submit certified copies or the original copies of the transcripts and/or diplomas.

Any official document issued outside of Québec must be a certified copy or the original.

If the accompanying documents are not in English or in French, an official translation in one of these languages must be attached. Only documents translated by a certified translator will be accepted as official translations.

A retention code will be assigned to all incomplete files which will postpone the regular application and registration process, as well as delay access to services.

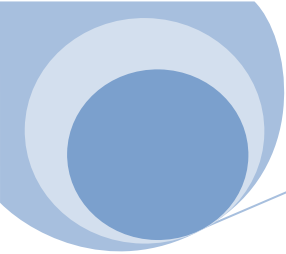
### 4.4.1 DETAILS FOR ADMISSION TO A DEC PROGRAM OR AN AEC PROGRAM

Acceptance in a Diploma of College Studies (DEC) program is granted only if the candidate provides all the required documentation before September 20<sup>th</sup> for the fall semester, by February 15<sup>th</sup> for the winter semester and, as indicated in the calendar for the summer semester.

Acceptance in an Attestation of College Studies (AEC) program is granted only when a candidate provides all the required documentation prior to the start date listed in the calendar.

### 4.4.2 DETAILS FOR ADMISSION TO A DVS PROGRAM

Academic transcripts or diplomas which have been issued outside of Canada or diplomas recognized by the MEES must be reviewed by the "*Ministère d'immigration et des communautés culturelles*" (MICC) in order to establish if their educational credentials are equivalent to those required of students in Québec. If the candidate's diploma is not found on the Annexe 5, the student must provide the admission office with the comparative assessment given by MICC. Candidates who have studied outside of Canada must contact the MICC by telephone at (514) 864-9191 or by email at [evaluations.comparatives@micc.gouv.qc.ca](mailto:evaluations.comparatives@micc.gouv.qc.ca). A photocopy of the comparative assessment will be added to the candidate's file. The above noted procedure does not apply to applicants who hold a General Education Diploma (GED).



When applying to the College, the candidate must complete a questionnaire designed to measure his motivation to pursue his studies in his program of choice. The candidate may subsequently be convened to an interview to further assess his candidacy and may be asked to pass a language exam.

When the number of eligible candidates exceeds the number of available seats for a study program, the College will launch a selection process. Choices are made based upon the academic quality of the candidate's file. Thus, the admission will look at the presence of all documents in the file, the student's motivation for pursuing his studies and academic records.

The College's international mission is at the forefront in deciding the make-up of heterogeneous groups and can predetermine the number of places reserved for the persons in the following categories:

- a) Applicants from high schools in Canada.
- b) Applicants from high schools outside Canada.

Admission to a study program leading to a Diploma of Vocational Studies (DVS) is only granted if the applicant has provided all required documentation before the date specified in the school calendar.

#### **4.5. EDUCATION SERVICES CONTRACT**

Authorization to register in a study program:

LaSalle College reserves the right to terminate a student's registration if said student fails to conform to the procedure and adhere to the conditions of admission prescribed by LaSalle College.

#### **4.6. DEFINITIVE ACCEPTANCE**

Upon substantiating that admission rules have been complied with, the College's official acceptance to a study program will be given to the student.

#### **4.7 CONDITIONAL ACCEPTANCE**

A conditional acceptance is a formal authorization given to a candidate by the College to enroll in a study program even though he has not cumulated the required amount of units as per Article 2.3 of the College Education Regulations (CER) (refer to section 6.1.3).

#### **4.8. ENROLLMENT**

Enrollment means the procedures that are followed upon being admitted to a study program. Enrollment includes: An education services contract signed by the accepted candidate as well as the college representative, and payment of the registration fees.

#### **4.9. STUDENT**

A student is a person who has complied with the procedures, has met the admission criteria and who has been admitted definitively or conditionally in a study program at LaSalle College.



## 5. STUDY PROGRAMS

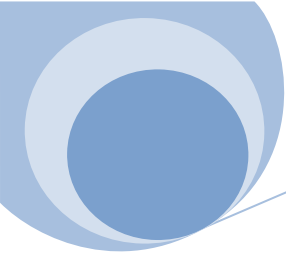
- a) The Admissions' Coordinator will publicly announce the study programs available for each semester once said programs have been determined by the Academic Dean.
- b) If there is insufficient student enrollment in a program, the College reserves the right to cancel a study program prior to the start date.

## 6. ADMISSION CONDITIONS FOR A STUDY PROGRAM LEADING TO A DIPLOMA OF COLLEGE STUDIES (DEC)

### 6.1 GENERAL ADMISSION CONDITIONS FOR A DEC

- 6.1.1 All candidates are eligible to a DEC program if they have completed their high school and received their diploma (SSD), meeting the requirements established by the Minister to be admitted to the program.
- 6.1.2 A candidate who has received a High School Diploma (SSD), but has not met the requirements for the DEC program, as established by the Minister, will be required to attend an Adult Education Centre or a secondary school of his choice to acquire the necessary credits. The candidate will be signed up to the Springboard to DEC semester. Subsequently, he will have to submit proof that he has fulfilled this requirement on or before the withdrawal deadline of the following semester. Failure to fulfill these requirements or failure to obtain the necessary credits could result in a denial of admission or enrollment in requested DEC program for the following session.
- 6.1.3 A candidate who needs no more than 6 credits to obtain a High School Diploma (SSD) may be admitted conditionally with the understanding that he must enroll in an Adult Education program to earn the missing credits. A written commitment must be given by the candidate to the College stating that agrees to fulfill this requirement and that he will have earned the necessary credits on or before the withdrawal deadline of the following semester, as well as proof of registration to the said missing credits. The candidate will be registered conditionally in a Springboard to DEC semester. His file will be subsequently analyzed by the College's Academic Dean.
- 6.1.4 Candidates can be admitted to any college program if they have obtained a Diploma of *Vocational Studies (DVS)* and if they successfully completed the following subjects :
  - a) A secondary 5 level in the language of instruction.
  - b) A secondary 5 level in a second language.
  - c) Mathematics secondary 4 level or a minimum of 4 credits completed in the 4<sup>th</sup> or 5<sup>th</sup> secondary level, related to a course which belongs to a mathematics curriculum approved by Québec's Ministry of Education (MEES).
- 6.1.5 An applicant who has completed an academic program deemed by the College as being equivalent is eligible for a Diploma of College Studies program. Whether the said training





was undertaken in the province of Quebec or elsewhere and whether or not it was comprised of college or university credits, it must be equivalent to or superior to the criteria set out in section 6.1.1 of this document.

When applying, the applicant must submit all diplomas and transcripts along with any and all pertinent documents. If said documents are not in English or in French, an official translation in one of these languages must be attached. Only documents translated by a certified translator will be accepted as official translations. If an academic equivalency is needed, a candidate can avail himself of services which are offered by organizations such as the SRAM or the MICC.

Generally, upon completing 12 years of study and obtaining a Secondary School Diploma the holder becomes admissible to a university. He is also eligible for a Diploma of College Studies program. If there is a program prerequisite, the College's Admissions' Coordinator will review the applicant's academic transcripts and assess whether the acquired skills and knowledge have been attained for the discipline of choice.

A candidate who has completed 11 years of study outside of the province of Québec and who does not hold a High School Diploma may still be admitted to a Diploma of College Studies program. The applicant's academic record will be reviewed by the Admissions' Coordinator. If this is not clearly visible on the transcripts, the College may request an official proof of passage of the 11th grade. (Official letter by the High school). If the student's academic record is poor, he may be required to register for a Springboard session. Upon successfully completing all of the courses in the Springboard to DEC semester, the applicant will be allowed to register in a program of his choice.

- 6.1.6 A candidate who has interrupted his full-time studies for a period of at least 24 consecutive months may be eligible to register in a Diploma of College Studies program if the College deems that he has the necessary training and experience to enroll in such a program.

The candidate must submit, with his application, his diplomas, transcripts, proof of academic accomplishments or equivalency certificates, a resume, a description of his professional accomplishments along with letters of recommendation from present and previous employers.

The file will then be analyzed by the College's Academic Dean.

## **6.2 SPECIFIC ADMISSION CONDITIONS FOR A PROGRAM LEADING TO A DIPLOMA OF COLLEGE STUDIES (DEC)**

- 6.2.1 All candidates in a Diploma of College Studies program must meet the conditions to be admitted in their program of choice, as established by the Ministry of Education (MEES). Information on these conditions can be found in the promotional sheet of each program. It is available at the College's Admissions' Office and on the College's website at: [www.collegelasalle.com](http://www.collegelasalle.com).
- 6.2.2 All candidates in a Diploma of College Studies program must have sufficient oral and writing skills in the program's language of instruction.<sup>1</sup>

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<sup>1</sup> The « *Test de français international* » (TFI). The minimum acceptable score for this test is 500. More information on this test is available at: <http://www.etscanada.ca/fr/tfi/index.php>.

If the candidate has not previously completed studies in Quebec, in the chosen language of instruction, he or she must demonstrate that knowledge by submitting a satisfactory result for the Written Proficiency Mark of the International English Language Testing System (IELTS) or the Written Proficiency Mark of the Test of English as a Foreign Language (TOEFL – not the web-based test) at the time of admission.

The results for the Written Proficiency Mark of the International English Language Testing System (IELTS) or of the Test of English as a Foreign Language (TOEFL – not the web-based test) will insure the placement of International Students in the following English Course sections:

<b>TEOFL – Writing Proficiency Mark</b>	<b>IELTS – Writing Proficiency Mark</b>	<b>Entry Level Course at LaSalle College</b>
30	8	603-101-MQ
27-29	7 – 7.5	603-101-MQ + 603-003/001
24-26	6.5 (Entry to DEC)	603-002-AS
18-23	6.0 (Entry to Springboard)	603-IMM-AS
1-17	1 to 5,5	Insufficient level for College Admission LAB courses strongly recommended

If a candidate cannot submit standardized language test scores, he or she may still complete the admissions process. He or she must take the College's **language of instruction and literature placement test**, which will be administered onsite, in the days preceding the start of the program, as indicated in article 6.2.3. However, depending on the results of the test, the candidate's entrance into the chosen program may be delayed and all desired courses may not be available.

- 6.2.3 All students enrolled in a DEC program must demonstrate their level of knowledge of the language of instruction so that they may be placed at the proper level of instruction in their language and literature courses<sup>2</sup>.

If the results of this test are unsatisfactory, the student risks having his or her entrance into the program delayed. If that happens, the College suggests transferring to the Montreal Language Center(LAB) for full-time study of the language of instruction. The student must take the placement test again and earn a satisfactory score to enter the study program.

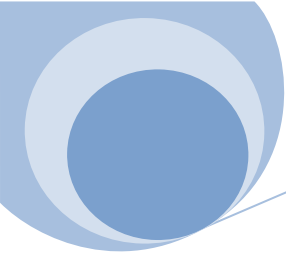
Also note that a satisfactory result, if low, may lead to a prolonged duration of the program for the student (see details in appendix A).

Under certain conditions, a Quebec student may be exempted from the placement test in language and literature. These conditions are shown in Appendix B. To take advantage of an exemption, the student must first submit a request by the date indicated by the Academic

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See table for scores and placement for IELTS and TOEFL (the Web-based test is not accepted).

<sup>2</sup> During the first literature course, the college will carry out a placement check by way of a short test. An unsatisfactory result on this test may lead to a change in placement.



Dean's Office. Note that the academic institution grants the exemption for students coming from the fifth year of secondary school who have earned a grade of 70% or more on the written portion of the ministry exam into effect at the time of admission or when grades are transferred from the ministry.

- 6.2.4 All candidates in bilingual DEC programs must possess very good written and spoken knowledge of the language of instruction. Therefore, the candidate must be placed on the regular 101 with support – 001/003 (see Appendix A). The candidate must also possess very good written and spoken knowledge of the second language. Therefore the candidate must be placed in levels 102 or 103. An unsatisfactory result on the placement test for the language of instruction or the second language of the College may prevent a student in a bilingual DEC program from being admitted to the study program. If the student came from another college, the student may be required to take the College's placement test.
- 6.2.5 All candidates registered in a DEC program must take second language courses. To determine their level, students must take a placement test or demonstrate knowledge of the second language with a standardized test result. The result of this second-language placement test does not affect admission or the length of the program of study.

## **7. ADMISSION CONDITIONS FOR A STUDY PROGRAM LEADING TO AN ATTESTATION OF COLLEGIAL STUDIES (AEC)**

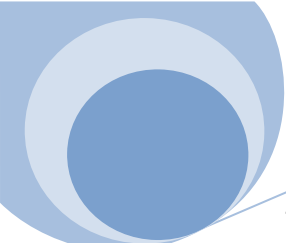
### **7.1 GENERAL ADMISSION CONDITIONS FOR AN (AEC)**

- 7.1.1 A candidate is eligible to an Attestation of College Studies program (AEC) if his educational training is deemed sufficient by the College and if it meets one of the following conditions:
- a) If he has interrupted his full-time studies or pursued post-secondary education for at least two (2) consecutive semesters or for one (1) full school year;
  - b) If there is an agreement between LaSalle College and his employer or the candidate is participating in a government program;
  - c) If he has interrupted his full-time studies for at least one (1) semester and pursued full-time post-secondary education for at least one (1) semester;
  - d) If he obtained a diploma of vocation studies (DVS).

Even though a candidate who has a High School Diploma is considered to have the necessary education to enroll in a College program, all applicants must submit, with the application, all academic records and all other documents deemed necessary for admission purposes.

If the applicant does not possess a High School Diploma, he must submit, with his application, last transcripts, proof of academic accomplishments, a resume, a description of his professional accomplishments along with letters of recommendation from present and previous employers.





7.1.2 Candidates are eligible to enroll in an Attestation of College Studies program (AEC) if they possess a High School Diploma or a Diploma of Vocational Studies (DVS), if they meet one of the following conditions:

- a) That upon completion of the program, the candidate will have acquired technical training in a particular area for which no other program of study leading to a Diploma of Collegial Studies exists;
- b) That the said program is covered by a binding agreement between the *Ministère de l'Éducation et de l'enseignement supérieur (MEES)*, another Ministry or a government agency responsible for training for the province of Québec.

## **7.2 SPECIFIC ADMISSION CONDITIONS FOR A PROGRAM LEADING TO AN ATTESTATION OF COLLEGE STUDIES (AEC)**

7.2.1 Candidates applying for an Attestation of College Studies program (AEC) may be subject to specific conditions for admission set by the College. Information on these conditions can be found on the promotional sheet of each program. It is available at the College's Admissions' Office and on the College's website at: [www.collegelasalle.com](http://www.collegelasalle.com).

7.2.2 All candidates in an Attestation of College Studies program (AEC) must have sufficient oral and writing skills in the program's language of instruction. The College may require a candidate whose first language is not French or English to take a standardized language test or a test which has been prepared onsite.

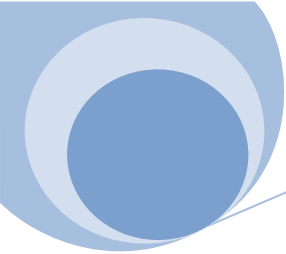
7.2.3 To be admitted to an AEC program in French, the minimum acceptable score is 500 on the Test de Français International (TFI)<sup>3</sup>. To be admitted to an AEC program in English, the minimum score is 60 for the Test of English as a Foreign Language (TOEFL)<sup>4</sup> and 5 for the International English Language Testing System (IELTS)<sup>5</sup>. These results may be compared to other levels of standardized tests.

## **8. ADMISSION CONDITIONS FOR A STUDY PROGRAM LEADING TO A DIPLOMA OF VOCATIONAL STUDIES (DVS)**

### **8.1 GENERAL ADMISSIONS CONDITIONS FOR A DVS**

8.1.1 A candidate is admitted to a study program leading to a Diploma of Vocational Studies (DVS) if he meets the following conditions:

- a) Possesses a High School Diploma or an authenticated equivalency (see 4.4.2);
- b) At the onset of the school year of his vocational education, the applicant will have turned 16 years of age on or by September 30<sup>th</sup>, will have completed the 4<sup>th</sup> secondary level in the language of instruction, second language program and a mathematics program, or



will have completed and obtained authenticated equivalencies for the above noted programs.

- c) Will have reached the age of 18 and will have the following functional prerequisites: successfully completed the general development test and the secondary 5 level in the language of instruction, or possess an authenticated equivalency for the above noted prerequisites.
- d) The individual who earned the secondary 3 units in language of instruction, second language and mathematics in the program of study established by the Minister and will pursue his/her general education simultaneously with his/her professional education to earn the secondary 4 units he/she is missing in language of instruction, second language and mathematics in the program of study established by the Minister.

## **8.2 SPECIAL ADMISSION CONDITIONS FOR A DVS**

8.2.1 All applicants to a Diploma of Vocational Studies program (DVS) must have sufficient oral and writing skills in the program's language of instruction. The College may require a candidate whose first language is not French or English to take a standardized language test or a test which has been prepared onsite.

8.2.2 To be admitted to a DVS program in French, the minimum acceptable score is 500 for the Test de Français international (TFI)<sup>6</sup>. To be admitted to a DVS program in English, the minimum score is 60 on the Test of English as a Foreign Language (TOEFL)<sup>7</sup> and 5 on the International English Language Testing System (IELTS)<sup>8</sup>. These results may be compared to other levels of standardized tests.

If the applicant does not meet the linguistic requirements of a program, he will then be directed to the Montreal Language Center (LAB) to study the language of instruction, for his chosen program, on a full-time basis. The student must obtain a sufficient result on the language placement test to undertake studies at LaSalle College.

## **9. SPECIAL PROVISIONS FOR ALL STUDY PROGRAMS**

- a) A change of program request constitutes a request for admission to a new program and may be subject to new conditions.
  - b) All fees and dues must be paid prior to submitting a request for re-registration to a semester according to College rules and regulations.
  - c) All falsified documents will automatically result in a denial or cancellation of admission.
  - d) The Admission Regulations for LaSalle College students is available on the College's website or to any person making a request.
  - e) Candidates who are refused to LaSalle College will be advised by the College and the said advisory will contain the reasons for refusal.
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## 10. SPECIAL PROVISIONS FOR INTERNATIONAL STUDENTS

### 10.1 QUÉBEC ACCEPTANCE CERTIFICATE FOR STUDIES (CAQ)

- 10.1.1 Foreign students who wish to study in the province of Québec must apply for a CAQ (*Québec Acceptance Certificate for Studies*). Applicants must include with their application the required fee and various documents. Documents are based on the applicant's country of residence.
- 10.1.2 A fee of \$ 111 CDN is required for the evaluation of the application of a Québec Acceptance Certificate for Studies (CAQ). This said fee is non-refundable even if the application is refused and it is non-deductible from other fees charged by the Government of Canada when requesting a study permit. Other fees are required when applying for the Study Permit.
- 10.1.3 To obtain a Québec Acceptance Certificate for Studies (CAQ), the candidate must demonstrate his ability to cover tuition fees, transportation costs (round trip ticket to the country of origin), settlement costs for the first year of \$ 500, and all living expenses. The applicant must demonstrate that he will continue to have sufficient financial resources to pay these expenses for the duration of his studies. A proof of financial affordability must be attached to the application.

### 10.2 CANADIAN STUDY PERMIT

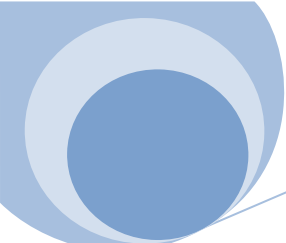
- 10.2.1 A request for a study permit must be submitted by applicants, outside of Canada, who are not Canadian citizens or permanent residents of Canada and who wish to study temporarily in Canada. A study permit will be issued if the application is accepted.
- 10.2.2 Information regarding the request for a study permit can be found on the Citizenship and Immigration Canada website.
- 10.2.3 To avoid delays in the processing of the application for a study permit, be sure to submit all required documents.

### 10.3 CANADIAN WORK PERMIT

For programs in which studies are pursued in the workplace (AMT, ATE or Internships), a Canadian Work Permit is required.

### 10.4 HEALTH AND HOSPITALIZATION INSURANCE

- 10.3.1 The Quebec government has signed reciprocal agreements with certain countries on social security matters, including a section on health. These countries include: Denmark, Finland, France, Greece, Luxembourg, Norway, Portugal and Sweden. Students can qualify for health insurance in Quebec and benefit from the provisions of these agreements. (Note, however, that the agreement signed with Greece does not cover the student).
- 10.3.2 The intent of social security agreements is to facilitate the mobility between people originating from the signatory countries and the province of Québec.

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- a) Residents originating from the signatory countries are not subjected to the mandatory 3 month waiting period before being entitled to services covered by the health plan.
  - b) Students originating from France are covered under the Québec Public Prescription Drug Insurance plan.

10.3.3 Students must apply for health insurance with the *Régie de l'assurance maladie du Québec* (RAMQ) upon arrival in the province of Québec.

Students must be covered by a health insurance policy as stipulated in the student's contract for educational services.

Proof of health insurance or a certificate of insurance from the student's country of origin (this information is available from the social security ministry of the student's country of residency).

Accompanying spouse and dependent children can be covered under the plan and benefit from the provisions of an agreement. However, their names must appear on one of the following documents. On the proof of insurance, on the certificate of insurance issued to the student by authorities in the country of origin, on the certificate of coverage submitted to the *Régie de l'assurance maladie du Québec* by the employer or on the documents of the person they are accompanying. The original documents issued by Canadian Immigration authorities must be attached to the application form.

## 11. APPEAL PROCEDURE

A candidate or a student who feels he has not been treated fairly by the College in its application of the said Regulation has the right to appeal by following the procedures below:

- a) The applicant will meet with an Academic Studies Directorate representative, in the Admissions office, to request a review of the decision which was rendered;
- b) Subsequent to the above noted meeting, if the applicant remains dissatisfied with the decision, the student may appeal to the Academic Dean, who will render a final decision. In doing so, the Academic Dean will take into consideration the recommendations set forth by members of an Appeals and Review committee which is made up of the Program Director or the Program Coordinator and another College representative.

## 12. ROLES AND RESPONSIBILITIES

- a) The Academic Dean is responsible for the distribution and the implementation of this Regulation.
- b) Amendments to the provisions of this Regulation will be subject to the approval of the Academic Dean.



### **13. EVALUATION AND REVISION**

This Regulation shall enter into force and will be implemented upon approval by the Board of Directors. It is distributed to teachers and senior staff through the college intranet. Comments can be submitted by the persons concerned on the page where it appears. These comments will be considered by management studies in updating the Regulation on an ongoing basis. Any changes to the document will be presented to the Board. It is distributed to candidates and potential students on the College website and is subject to an in-depth assessment every five years under the responsibility of the Dean of Studies.

### **14. DATE OF IMPLEMENTATION**

This Regulation shall enter into force upon adoption by the Board of Directors





## ANNEXE A

### EXIGENCES DE MAÎTRISE DE LA LANGUE FRANÇAISE

#### **Test de classement en français, langue et littérature**

À moins que le candidat soit exempté au test de classement ([voir la table d'exemption et formulaire](#)), il doit se soumettre au test de classement en français, langue et littérature, s'il n'a jamais réussi de cours de français, langue et littérature dans un autre établissement collégial. Ce test permet au Collège de s'assurer que le candidat possède une connaissance du français suffisante pour lui permettre d'entreprendre des études collégiales et de l'orienter vers le niveau d'enseignement le plus adapté à ses besoins.

Une lettre de convocation au test lui est envoyée.

#### **Exemption aux tests de classement du Collège LaSalle**

Un candidat peut être exempté du test de classement en langue d'enseignement ou celui de la langue seconde si l'une des conditions d'exemption est remplie. Il peut en faire la demande en complétant le formulaire ([voir le formulaire](#)) et le faire parvenir à [Exemption.Testdeclassement@collegelasalle.com](mailto:Exemption.Testdeclassement@collegelasalle.com).

Veuillez consulter [cette page](#) pour connaître les seuils minimaux pour l'exemption d'un test de classement.

#### **La teneur du test de classement en français, langue et littérature**

Le test de classement en français, langue et littérature consiste en une dictée et une rédaction d'environ 500 mots. La dictée vise principalement à déterminer la fréquence d'erreur en français. La rédaction sert à évaluer le contenu, l'organisation cohérente, la maîtrise de la grammaire et le vocabulaire. Des cours préparatoires en vue de ce test sont disponibles sur demande. On obtient de plus amples informations en contactant le Bureau des admissions. Les étudiants souhaitant suivre ces cours préparatoires doivent en faire la demande au moins un mois avant le début des cours de leur programme d'études.

#### **Résultats au test de classement en français, langue et littérature**

Le cours de français à l'horaire de l'étudiant est attribué selon le résultat au test de classement. L'étudiant peut consulter son horaire via Omnivox quelques jours avant le début de la session. L'étudiant est classé dans une de ces catégories lors de sa première session au Collège :

## Résultats et classement

<b>601-101-MQ</b>	<ul style="list-style-type: none"> <li>• L'élève est placé dans le cheminement régulier, donc inscrit au cours <b>Écriture et littérature</b>, le premier des 4 cours de langue et littérature devant être réussis dans le programme DEC.</li> <li>• Horaire de cours régulier avec 60 heures de langue et littérature française.</li> </ul>
<b>601-011-AS</b>	<ul style="list-style-type: none"> <li>• L'élève est placé dans le cheminement régulier avec appui et inscrit au cours <b>Écriture et littérature</b> jumelé au cours <b>Mise à niveau pour Français, langue d'enseignement de la 5<sup>e</sup> secondaire</b> approprié pour améliorer ses difficultés.</li> <li>• Horaire de cours régulier avec 120 heures de langue et littérature française.</li> </ul>
<b>601-013-AS</b>	<ul style="list-style-type: none"> <li>• L'élève est placé dans le cheminement Régulier avec appui et est inscrit au cours <b>Écriture et littérature</b> jumelé au cours <b>Renforcement en français, langue d'enseignement</b> approprié pour améliorer ses compétences.</li> <li>• Horaire de cours régulier avec 120 heures de langue et littérature française.</li> </ul>
<b>601-016-AS</b>	<ul style="list-style-type: none"> <li>• L'élève est placé dans le cheminement <b>Pratique du français, langue d'enseignement, à l'oral et à l'écrit pour les élèves non francophones</b> approprié pour améliorer ses compétences.</li> <li>• Le cours de philosophie est retiré de l'horaire de l'élève lors de la première session.</li> <li>• Horaire de cours régulier sans cours de philosophie avec 90 heures de français.</li> </ul>

<b>601-014-AS Tremplin DEC</b>	<ul style="list-style-type: none"> <li>• L'élève est placé dans un cours <b>d'Immersion en langue française</b> et dans un programme de Tremplin DEC qui mettra l'accent sur la compréhension, le vocabulaire, la syntaxe et les autres facettes de la langue, autant à l'oral qu'à l'écrit.</li> <li>• Le cours de philosophie est retiré de l'horaire de l'élève lors de la première session et le cours d'anglais, langue seconde.</li> <li>• Horaire de cours comportant 180 heures de français.</li> <li>• Une session supplémentaire est ajoutée à la durée du programme.</li> <li>• Les connaissances en français de l'élève seront réévaluées à la fin de la session.</li> </ul>
<b>000 (LAB)</b>  Réservé aux élèves allophones ne possédant pas les connaissances de base de la langue française et s'exprimant de manière incompréhensible ou incohérente.	<ul style="list-style-type: none"> <li>• <b>Amélioration requise.</b></li> <li>• Le Collège suggère un transfert au Centre de langues de Montréal (LAB) pour l'étude, <b>à temps plein</b>, de la langue française.</li> <li>• L'élève doit refaire le test de classement ultérieurement et obtenir un résultat satisfaisant pour entreprendre des études collégiales au Collège LaSalle.</li> </ul>



# ENGLISH LANGUAGE REQUIREMENTS FOR QUEBEC STUDENTS

## English Language of Instruction Placement Test

Unless a candidate whose first language is not English or has never done any studies in English is exempted from the placement test ([see the exemption table and form](#)) he must demonstrate sufficient knowledge of the language through a placement test administered by LaSalle College.

An invitation letter is then sent to the candidate.

## Exemption from LaSalle College Placement Tests

An applicant may be exempted from the placement test in the language of instruction or the second language if they meet one of the exemption criteria. They may make the request by filling out the [exemption form](#) and sending it to [Exemption.Testdeclassement@collegelasalle.com](mailto:Exemption.Testdeclassement@collegelasalle.com) .

Please review [this page](#) to see the minimum thresholds for exemption from the placement test.

## LaSalle College English Learning Language Placement Test Content

The English Learning Language Placement Test consists of a 500 word essay that shows the following writing skills:

- Demonstrates comprehension through a reasonable interpretation of the topic;
- Expresses a point of view clearly and effectively;
- Organizes the essay into five distinct paragraphs that includes an introduction, three body paragraphs and a conclusion;
- Develops and supports the main idea with adequate explanations, examples and details;
- Displays a high degree of fluency and facility in the use of language, with appropriate and college-level vocabulary, overall coherence in ideas, word use and sentence structure, and minimal errors;

Placement test preparation courses are available on request. Please contact the Admissions' Office for more information. Students who think they may need preparation courses should arrive at least one month before the start of the program.

## Results and Classification

The English Language and Literature course appearing on the student schedule results from the placement test. A student can get his schedule on Omnivox a few days before the beginning of the semester. A student is placed into one of these courses during his first semester at the College:

<b>603-101-MQ</b>  The student successfully meets the English Placement Test evaluation criteria.  International Students obtain more than 8 as their IELTS Writing Proficiency Mark or more than 30 on the TOEFL Writing Proficiency Mark.	<ul style="list-style-type: none"> <li>• The student is placed in <b>Introduction to College English</b> in conjunction with Preparation for College English where student will receive additional support in a course that targets writing deficiencies.</li> <li>• Regular course load and 60 hours of English.</li> <li>• Four English courses are required to obtain a DEC. Possibility to take the English Exit Examination after third English course.</li> </ul>
<b>603-101-MQ + 603-001/003-AS</b>  The student demonstrates difficulty in two or more areas of expression in the English Placement Test.  International Students obtain 7 as their IELTS Writing Proficiency Mark or from 27 to 29 on the TOEFL Writing Proficiency Mark..	<ul style="list-style-type: none"> <li>• The student is placed in <b>Preparation for College English</b>, and will also receive <b>additional support</b> in a course that targets writing deficiencies.</li> <li>• Regular course load and 120 hours of English.</li> <li>• Four English courses are required to obtain a DEC. Possibility to take the English Exit Examination after the third English course.</li> </ul>
<b>603-002-AS</b>  The student's writing skills are weak in three areas of expression, and the student makes numerous language errors in structure, word use and grammar that may interfere with meaning.  International Students obtain 6.5 as their IELTS Writing Proficiency Mark or from 24 to 26 on the TOEFL Writing Proficiency Mark.	<ul style="list-style-type: none"> <li>• The student is placed in <b>Remedial Activities for Sec V English</b>, a course that focuses on improvement in all areas of writing and that leads the student to Introduction to College English and Preparation for College English.</li> <li>• Regular course load and 90 hours of English.</li> <li>• Student receives a schedule without a Humanities course in his first semester at the College.</li> <li>• Five English courses are required to obtain a DEC. Possibility to take the English Exit Examination after the fifth English course.</li> </ul>



### 603-IMM-AS

The student's level of language is deemed insufficient and too low to pursue any of the above courses successfully.

The student who obtains 6.0 as their IELTS Writing Proficiency Mark or from 18 to 23 on the TOEFL Writing Proficiency Mark does not have sufficient knowledge of English to be admitted to their DEC program.

They must complete the Springboard to DEC, a mandatory remedial semester, before they join in their DEC of choice.

- The student is placed in the **Springboard to DEC program**, a program regrouping remedial courses which focus on increasing comprehension, vocabulary, syntactical variety and correctness, and other areas of written language. The student is not admitted in his or her DEC program until this Springboard is completed.
- Reduced course load to accommodate 180 hours of English.
- Student receives a schedule without a Humanities course and without a French Second Language course in his first semester.
- If all courses in the **Springboard to DEC program** are passed on the first try, this program constitutes an additional semester to the regular DEC program.
- Upon successful completion of the courses, the student is placed in English 002 (Remedial activities for Secondary V)
- Five English courses are required to obtain a DEC. Possibility to take the English Exit Examination after the fifth English course. Units from courses in the **Springboard to DEC program** do not count towards the completion of the DEC program. However, all courses are calculated towards the student's overall average and R Score.

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The student does not meet the TOEFL/IELTS test criteria and the student's placement test has been left blank or nearly blank, the text is incoherent and incomprehensible, the topic has been ignored or misinterpreted completely, and the student lacks basic knowledge of the language and demonstrates a definite inability to function in the English language.

- **Further ESL training required.**
- Transfer to the Montreal Language Center (LAB), on LaSalle College's campus for **full-time English courses**.
- The student must retake the placement test at a later date and obtain a **satisfactory result** in order to begin his program of study at LaSalle College.

## APPENDIX B

### EXEMPTION FROM THE COLLEGE'S PLACEMENT TEST

Any applicant enrolled in a **French-language DEC program** may be exempt from the following placement tests if they meet one of the following conditions:

If you...	Exemption for the placement test in French as the language of instruction	Exemption for the placement test in English as the second language	Exemption procedure
have earned a DEC in French	X	X	See note 1
have successfully completed a French literature course at another college	X		See note 1
have earned a score of 70% or higher on the Quebec Ministerial Examination of Written French – Language of Instruction, at the regular Secondary 5 level	X		See note 1
have earned a score of 750 on the International French Test (TFI)	X		See note 2
have completed university studies in French	X		See note 2
have successfully completed an English literature course at another college or university		X	See note 1
have earned a total score of 100 and 30 in the written portion of the Test of English as a Foreign Language (TOEFL) or a total score of 8 and 8 in the written portion of the International English Language Testing System (IELTS)		X	See note 2
have completed university studies in the second language (English)		X	See note 2

Note 1: You do not have to fill out the exemption form. You will be automatically exempt from the placement test.

Note 2: You **must fill out the exemption form** for the placement test ([Click here](#)) with the admissions department

**Decision:**

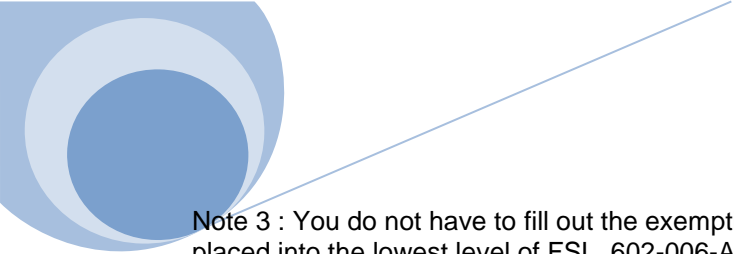
You will receive a letter confirming the final decision on your application. If your application is not accepted, you will be required to sit for a placement test.

A Student enrolled in an **English-language DEC program**, may be exempt from the following placement tests if they meet one of the following conditions:

If you...	Exemption for the placement test with English as the language of instruction	Exemption for the placement test with French as the second language	Exemption procedure
have earned a DEC in English	X	X	See note 1
have successfully completed an English literature course at another college	X		See note 1
have earned a score of 70% or higher on the Quebec Ministerial Examination of Written French – Language of Instruction, at the regular Secondary 5 level	X		See note 1
have earned a total score of 100 and 30 in the written portion of the Test of English as a Foreign Language (TOEFL) or a total score of 8 and 8 in the written portion of the International English Language Testing System (IELTS)	X		See note 2
have completed university studies in English	X		See note 2
have successfully completed a French Second language course at another college		X	See note 1
have earned a score of 750 on the International French Test (TFI)		X	See note 2
have completed university studies in the second language (French)		X	See note 2
have never taken a course in French or a French class		X	See note 3

Note 1: You do not have to fill out the exemption form. You will be automatically exempt from the placement test.

Note 2: You **must fill out the exemption form** for the placement test ([Click here](#)) with the admissions department.



Note 3 : You do not have to fill out the exemption form. You will be exempt from the placement test and placed into the lowest level of FSL, 602-006-AS, if you demonstrate never having taken French during your previous studies.

**Decision:**

You will receive a letter confirming the final decision on your application.