

Admission

For general information, inquiries from prospective students should be directed as follows:

Recruitment Office

Bishop's University
2600 College Street
Sherbrooke, Quebec
J1M 1Z7
Tel. 819-822-9600 ext. 2681
or 1 877-822-8200
E-mail: recruitment@ubishops.ca

Application forms, Calendars and prospectuses are distributed by this office or via the Bishop's Website at: www.ubishops.ca.

Application

Application forms and required information and documents should be submitted to:

Admissions Office

Bishop's University
2600 College Street
Sherbrooke, Quebec
J1M 1Z7
Tel.: 819-822-9600 ext. 2680
or 1-877-822-8200
E-mail: admissions@ubishops.ca

All applications must be accompanied by:

- (i) A non-refundable application fee of \$60 (in Canadian funds);
- (ii) A complete and up-to-date transcript of all relevant academic records, including current mid-year examination results and/or a description of activities since completing academic studies if not currently studying;
- (iii) Canadian residents: copy of birth certificate (passports not accepted) or a copy of both sides of your Canadian Citizenship or Permanent Resident card.

International students are required to supply the following additional information:

- (i) Proof of English competency:
 - a. Test of English as a Foreign Language (TOEFL) results — minimum of 580 (paper-based) or 237 (computer-based) or 90 (Internet-based) is normally required
 - b. University of Michigan English Language Assessment Battery (MELAB) results — minimum of 85 is normally required
 - c. International English Language Testing System (IELTS) results — minimum of 6.5 is normally required
Exception: applicants to the Intensive Certificate in English as a Second Language (see the appropriate section of this Calendar)

- (ii) SAT or ACT scores (U.S. high school applicants only).

Applications from students who have completed their secondary or post-secondary schooling in Canada should normally be submitted by February 1 for the B.Ed. in the School of Education; for all other programs the deadlines are March 1 for the Fall Semester and

by November 1 for the Winter Semester. Applications continue to be accepted following these dates; however, admission of late applicants is subject to space availability in addition to academic criteria. Note: Only those applications received by these deadlines are eligible for entrance scholarship consideration.

Although our Admissions Office is always pleased to meet prospective students, a personal interview is not required for admission.

ADMISSION — DEGREE STUDIES

General Information

1. Decisions on admissibility, advanced standing and re-admissibility of applicants to undergraduate programs are governed by the admissions policy determined by the Senate of Bishop's University. This policy is administered by the Divisional Deans and the Director of Admissions. Decisions made by the Divisional Deans concerning admission to the University are not appealable.
2. Evaluation of a student's eligibility for admission to the University is based on the student's performance in the most recent year of academic study, although other factors may be taken into consideration where appropriate.
3. Students withholding, misrepresenting or supplying incomplete information concerning their previous academic performance or standing will be required to withdraw from the University should that information change the conditions on which their admission to the University was based.
4. The number of admissions is limited and the University is not bound to accept any or all applicants who may possess the minimum admission requirements.
5. The minimum credit requirement for a Bachelor's degree is determined by the student's secondary or CEGEP-level studies completed, with the exception of those admitted as Mature students and second degree applicants.
6. Applicants who have demonstrated academic excellence may be admitted to the University on the basis of criteria other than those listed herein.
7. Formal written notification from the Director of Admissions is the only valid statement of a student's position. Opinions expressed by or information provided by individuals are not binding unless confirmed in writing by the Director of Admissions, the appropriate Divisional Dean or the Director of the School of Education.
8. Students may be exempted from an introductory course at the University when they have completed comparable non-university course work elsewhere. No credit will be granted towards their Bishop's degree for the exemption. Any exempted course must be replaced by a Bishop's course of equal credit.

For specific information on admission requirements for the Bachelor of Education, see Admission — Teacher Education Programs.

CEGEP Applicants

1. The CRC-score is used for admission purposes.
2. Admission would normally be to a three-year (93-credit) program and would be provisional on the successful completion of the D.E.C. (Collegial Diploma) before a student enters the University. Students with an incomplete D.E.C. are not eligible for admission.

Exception: Individual applicants with acceptable academic performance but without the D.E.C. may be admissible with one CEGEP course missing, on receipt of a written explanation (with supporting documentation as required) of the reason(s) the D.E.C. is not completed. Decisions in these exceptional cases will be made by the appropriate Divisional Dean. If admitted, these students must complete the remaining requirements for their D.E.C. within 12 months of their first registration at Bishop's.

3. Quebec residents who leave the province to complete Grade 12, Ontario OSSD/OAC, college or university-level studies without completing (or attempting) their D.E.C., will be considered on an individual basis. Admission would normally be to a four-year (123-credit) program, minus any applicable credit for post-secondary work completed.

Canadian High School Applicants

1. Averages for admission purposes include academic courses ONLY. Physical Education results are not included in the calculations except in the case of Ontario high school courses (U or M).
2. The applicant's Grade 12 studies must include at least one course in English for all programs, at least one course in mathematics for Business Administration, and one in mathematics and two in other sciences for Natural Sciences.
3. Applicants with a completed Grade 12 Diploma will be considered for admission to a four-year (123-credit) program.

International Baccalaureate / Advanced Placement (AP) Examinations

1. Students who have completed a full International Baccalaureate Diploma with a grade total of 28 may be considered for admission to a three-year (93-credit) program. Students without the Diploma may be considered for admission to a four-year (123-credit) program. Credit for individual Higher Level courses may be given against a four-year program if the grade is 5 or better.
2. Advanced Placement (AP) examinations completed with a result of 4 or better will be accepted for credit against a (four-year) 123-credit program.

Exceptions: Computer Science A and Physics B.

Transfer Applicants

1. Applicants who have completed more than one semester at another college or university will be evaluated as transfers from that college or university. Transfer students must normally 1) be eligible to return to the institution they have been attending and 2) fulfill the specific academic admission requirements of the program to which they are applying at Bishop's.

2. Transfer students are not affected by the Mature student policy. Admission would be to a program with credit requirements determined by the student's CEGEP (Quebec) or high school (non-Quebec) standing.
3. Transfer students from completed CAAT (Ontario) programs in General Arts and Sciences or Business Administration may be eligible for advance credit, granted at the discretion of the appropriate Divisional Dean. Bilateral agreements are in place with specific CAAT programs regarding transfer credit; please consult the Admissions Office for detailed information. Although course exemptions may be possible, no credit will be awarded for incomplete programs.
4. Transfer students from universities or colleges other than CAATs may be eligible for advanced credit granted at the discretion of the appropriate Divisional Dean on presentation of official transcripts and course descriptions for evaluation. Transfer credit is awarded subject to the regulations governing credit for studies completed elsewhere and subject to further review should the student change programs. (See Credit for Studies Completed Elsewhere.)
5. Persons holding a Bachelor's degree will be considered for admission to a program leading to a second Bachelor's degree. Admission would be to a minimum one-year, 30-credit program PLUS any additional credits required by the department. (See Regulations for Bachelor's Degrees.)
6. Teachers holding the Quebec Class II Permanent Diploma will be considered for admission to a 60-credit Arts program.

International Applicants

1. An applicant is classified as international for purposes of admission if they have completed their latest year of full-time studies outside of Canada. Canadian citizenship does not change the admission classification, but determines the applicable fee structure. (See Fees section; also Additional Information for Permanent Residents, below.)
2. Applicants from the American high school system with a Grade 12 diploma will normally be considered for admission into a four-year (123-credit) program. Applicants will be evaluated based on:
 - a) their SAT scores: a combined total (Math, Critical Reading and Writing) of 1650 is required for admission. Applicants with scores below 1650 will be considered on an individual basis by the appropriate Divisional Dean;
 - b) the ACT results: a composite score of 23–24 is required for admission.
3. Other international applicants are evaluated on an individual basis by the appropriate Divisional Dean. Admission, if granted, will normally be to a four-year (123-credit) program. Exception: Mature student applicants.
4. If admitted, an applicant whose first language is not English and who does not present proof of an acceptable level of English competency (TOEFL: 580 paper-based, 237 computer-based, 90 ibTOEFL; MELAB: 85; or IELTS: 6.5; or successful completion of the University's Writing Proficiency Test) will be required to register in an English as a Second Language (ESL) course or courses. Students who do not com-

ply with this regulation in each semester will be de-registered for that semester.

Mature Student Applicants

1. Admission to university studies may be granted to mature applicants who do not satisfy the usual academic requirements of the University.
2. Mature student applicants must:
 - a) be 21 years of age or older by September 1 for the Fall Semester, January 1 for the Winter Semester, in any given year;
 - b) normally not have registered for full-time studies at CEGEP (Quebec students) or high school (non-Quebec students) or a college or university for at least 24 months;
 - c) satisfy the University that they have the potential to be successful in undergraduate courses, normally through the successful completion of at least three university-level courses in one semester on a part-time basis and/or the evaluation of previously completed studies.
3. Admission would be to a three-year (93-credit) program, plus any applicable prerequisite courses.

Part-time General Interest Applicants

Part-time students are those students registering in fewer than 12 credits, including lab credits, in any semester, who:

1.
 - a) have been formally admitted to a degree or certificate program OR
 - b) have not applied for admission to a specific degree or certificate program but who wish to complete courses out of general interest or as audit students. (Audit courses are charged fees in the same manner as credit courses.) These students, when admitted, are classified as Special Undergraduate General Interest (SPU) students.
2. New applications for admission as part-time students are received by the Admissions Office. Admission is subject to a review of the academic background of the applicant by the appropriate Admissions Committee. In addition, part-time students as defined in 1(b) above must normally satisfy the following minimal admission requirements:
 - a) Resident of the Eastern Townships
 - b) Minimum of 19 years of age on date of registration for the semester (except for applicants to the English Language Summer School, who may be 18 years of age); OR
 - c) Successful completion of a Collegial Diploma (Quebec students) or high school (non-Quebec students).
4. Any student who has been refused admission to a degree program may not register on a part-time basis without the permission of the appropriate Divisional Dean.
5. Part-time General Interest students who wish to register in courses must obtain the written permission of the faculty member(s) concerned.

6. The academic progress of all part-time students will be reviewed by the Admissions Office prior to acceptance of their registration in a semester. (See Academic Standing: Probation and Must Withdraw Status.)

7. Part-time General Interest students may make application for admission to complete the requirements for a degree at any time (see Admissions — Degree Studies).

However, following completion of 30 credits at the latest, part-time students not admitted to a degree or certificate program will be asked to make application in writing to a specific degree objective after consulting the relevant Dean or Departmental Chairperson. Their admissibility will be determined by the Admissions Committee. Students who do not wish to make application to a specific degree objective at this time may be allowed to continue their studies only with the written approval of the appropriate Divisional Dean.

8. Part-time students who have been formally admitted to a degree program who wish to change to full-time status must make a written statement of their intention to make such a change to the Admissions Office prior to the beginning of the semester in which they wish to register full-time. This includes those students who may have attended the University on a full-time basis in a previous semester.

9. Full-time students wishing to change to part-time status must make a written statement of their intention to make such a change to the Admissions Office prior to the beginning of the semester in which they wish to register part-time.

10. Students in an undergraduate degree program who do not register at the University for 12 months or more must reapply for admission to the University (see Interrupted Studies).

11. Part-time General Interest students who wish to be considered for admission to a degree program must normally satisfy the formal admission requirements of the University as specified for degree studies.

12. Part-time General Interest students who have not fulfilled the requirements for admission to a degree program before commencing general interest studies may be evaluated for degree admission based on their performance.

a) A minimum of three courses (9 credits, not including full-year courses) successfully completed in one semester with an average of 65% or more is normally required for guaranteed admission. All applicants not meeting this standard will be evaluated on an individual basis by the Admissions Committee. Note: Individual departments may have requirements in addition to the 65% average.

b) Students holding a high school diploma from outside the province of Quebec would be admitted to a four-year (123-credit) program; students holding a CEGEP diploma would be admitted to a three-year (93-credit) program unless the applicant qualifies as a Mature applicant. (See Mature Student Applicants.)

Additional Information for Applicants Who Are Permanent Residents (Landed Immigrants) in Canada

1. No applications will be accepted after May 1 for the Fall Semester or after November 1 for the Winter Semester. Limited enrollment programs may have earlier application deadlines.
2. **Applicants over 21 years of age who have not completed studies in North America:**
 - must present official academic transcripts, as well as official translations of those transcripts, for high-school, college or university-level work completed;
 - admission will be granted at the discretion of the Departmental Chairperson and the appropriate Divisional Dean;
 - admission, if granted, would be to a three-year (93-credit) program plus any required prerequisite courses;
 - students who have completed studies outside North America and wish to be considered for transfer of credit and/or second degree admission must obtain an “Évaluation comparative des études effectuées hors du Québec” from the Quebec Ministry of Immigration. No credit will be awarded without the Attestation.

Applicants Over 21 Years of Age Who Have Completed Studies in North America

- must present official transcripts of the courses completed;
- admission eligibility will be determined by the level of studies completed and the performance in those studies;
- admission, if granted, would be to a program length based on the previous level of studies completed plus any required prerequisite courses;
- students who have also completed studies outside North America and wish to be considered for transfer of credit and/or second degree admission must obtain an “Évaluation comparative des études effectuées hors du Québec” from the Quebec Ministry of Immigration. No credit will be awarded without the Attestation.

Applicants Under 21 Years of Age

- must obtain an “Évaluation comparative des études effectuées hors du Québec” from the Quebec Ministry of Immigration for studies completed outside North America OR present official transcripts for work completed in North America;
 - admission, if granted, would be to a four-year (123-credit) program minus any transfer credits, if applicable.
3. If admitted, an applicant whose first language is not English who does not present proof of an acceptable level of English competency (TOEFL: 580 paper-based; 237 computer-based; 90 ibTOEFL; MELAB: 85; or IELTS: 6.5 or successful completion of the University's Writing Proficiency Test) will be required to register in an English as a Second Language (ESL) course or courses. Students who do not comply with this regulation in each semester will be de-registered for that semester.

ADMISSION – TEACHER EDUCATION PROGRAMS

Bishop's University's Teacher Education program offers two Bachelor of Education degrees:

- a. Secondary Teacher Education
- b. Elementary Teacher Education — Educational Studies

Both programs consist of two distinct parts:

Step One – a B.A. in Educational Studies (elementary) or a B.A. or B.Sc. with a Double Major in Education and a teaching discipline (secondary);

Step Two – the Bachelor of Education, which is entered following the completion of the B.A. in Educational Studies (elementary), or the B.A. or B.Sc. with the Double Major (secondary). This is a one-year, 36-credit program. Acceptance to Step Two is not automatic. Students are admitted according to criteria established by the School of Education. Successful completion of the Bachelor of Education allows the School of Education to recommend students for certification to the Ministry of Education.

Candidates, including applicants from other universities, who already hold an appropriate undergraduate degree, may be eligible for consideration for admission to the Bachelor of Education if they show exceptional promise. These candidates must successfully complete the prerequisites for the Bachelor of Education — the required discipline and Education courses. They must also comply with the regulations of good standing as indicated in the Education section.

Admission to Step One

Important: Admission to Step One of the program does not guarantee admission to Step Two.

Students in Elementary or Secondary Teacher Education programs must consult the Academic Calendar under the School of Education for course requirements.

Students making application to the programs in Education must fulfill the normal entrance requirements of the University.

Admission to Step Two

1. Students wishing information on making application are referred to the School of Education for program information.
2. Applications are available from the University's Website. Applications and all documentation should be submitted to the Admissions Office.

The deadline for receipt of applications is February 1.
3. Completed applications will be forwarded to the School of Education for evaluation.
4. The Selection Committee will use the following criteria for selecting internal candidates for the B.Ed.:
 - a) Academic record. Applicants must have a cumulative average of 70% in their first degree.
 - b) All courses in the first degree and all practica must be successfully completed.
 - c) Ethical / professional behaviour. Candidates must have met the School of Education's standards for ethical and professional behaviour.

The Selection Committee may waive certain admission criteria for internal candidates.

5. The Selection Committee will use the following criteria in selecting external candidates for the B.Ed.:
 - a. Academic record.
 - b. Suitability for the profession.

A personal interview is conducted at the School of Education where evidence of good communication, problem-solving and organizational skills, the ability to work as a member of a team and strong self-evaluation skills should be demonstrated.

6. Decisions by the selection committee regarding admission to the Bachelor of Education program are binding.

Admission – Master of Arts in Education, Master of Education, Certificate in Teaching English as a Second Language, Principal’s Professional Certificate Program

1. Students wishing information on making application are referred to the School of Education for program information.
2. The deadline for receipt of applications is March 1 for consideration for the Summer and Fall Semesters and September 1 for the Winter and Spring Semester. Applications and all documentation should be submitted to the Admissions Office.
3. Completed applications will be forwarded to the Admissions Committee of the School of Education for evaluation. This committee will meet regularly throughout the year to consider applications, as soon as possible following the application deadlines.
4. Admission criteria:

A minimum grade of 75% in undergraduate or previous graduate studies is required. Evaluation procedures will also include an interview, when possible. See additional requirements in the School of Education section of this Calendar.
5. The School of Education will report to the Vice-Principal the decisions on admission.
6. Only a limited number of students can be admitted to each program, each year.
7. Students wishing to complete courses in the School of Education without being admitted to the M.Ed./M.A. or Certificate programs may be classified as Special Graduate (SPG) students in Education. Such students may complete up to 9 graduate-level Education credits. Admission to graduate courses does not in itself imply candidacy for a graduate degree.

NOTICE OF ADMISSION/RESPONSE DEADLINES/RESIDENCE

1. Admission is conditional upon an applicant’s obtaining the grade levels specified in their letter of admission in their final examinations where applicable.
2. Applicants who receive an offer of admission from Bishop’s must return the form provided for acceptance of this offer to the Admissions Office accompanied by the confirmation deposit by the date indicated in the letter of admission. Application for residence accommodation or payment of residence deposit(s) do not signify acceptance of an offer of admission.
3. Information from the Office of Residences and Conference Services concerning residence accommodation will be enclosed with the offer of admission if applicable. All activities relating to residence accommodation (application, deposit(s), room assignments) are administered by this Office. Decisions of the Director of Admissions or the appropriate Divisional Dean concerning a student’s eligibility for admission to the University are not affected by an applicant’s residence situation.

REGISTRATION

1. Students in degree programs will be sent detailed registration instructions for the Fall and Winter Semesters.
2. Students in non-degree programs will register through the Admissions Office.
3. All students registering (except ESL, ELSS and Knowlton and St. Lambert students) for Spring and Summer sessions will register through the Admissions Office.
4. ESL, ELSS, Knowlton and St. Lambert students will register through Continuing Education
5. Receipt of registration instructions does not change academic decisions which may have been made or which will be made concerning an individual’s eligibility to attend Bishop’s University. Receipt of registration instructions therefore does not represent permission to register.
6. Registrations are accepted on a provisional basis until verification can be made that the registration complies with any restrictions required by the student’s academic or financial standing. If there is a problem, the student will be informed as soon as possible following their registration.