

# Admission

General inquiries from prospective students should be directed to:

**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](mailto:recruitment@ubishops.ca)

Website: [www.ubishops.ca](http://www.ubishops.ca)

## APPLYING TO BISHOP'S UNIVERSITY

### Application Procedure

Applications must be submitted online at [www.ubishops.ca/](http://www.ubishops.ca/) apply. Supporting documents should be uploaded at the time of application, submitted via the **myBU** applicant portal provided to the student during the application process, or via email at [admissions@ubishops.ca](mailto:admissions@ubishops.ca).

Mailing address:

**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](mailto:admissions@ubishops.ca)

All applications made via the [ubishops.ca](http://ubishops.ca) website must be accompanied by:

1. A non-refundable \$65 application fee paid electronically (in Canadian funds) at the time of application.
2. A complete 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;
3. Proof of proficiency in English (if applicable – details at [ubishops.ca](http://ubishops.ca))
4. Additional supporting documentation may be requested by the Admissions Office.

### Application Deadlines

Electronic applications must be submitted prior to the following dates each year.

**May 1** Fall semester entry final deadline

**November 1** Winter semester entry:

Late applications are considered on an individual basis.

Different deadlines may apply to former students seeking re-admission to the University after having withdrawn or interrupted their studies. See the Admissions Policies section for details.

## ADMISSIONS POLICIES

### General

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 Academic Deans and the Registrar and Director of Admissions.
2. Decisions made by the Academic Deans concerning admission to the University may be reconsidered if the applicant is in a position to provide additional information to the University that could lead it to reverse the initial admission decision. To request reconsideration of a negative admissions decision, applicants must apply in writing to the Vice-Principal Academic & Research, outlining the rationale for requesting reconsideration of an admissions decision. This request must be within 14 calendar days of receipt of a negative admissions decision. The Review Committee will consist of the following members of the Academic Standing and Admissions Policy Committee: Academic Deans who have not been involved in the initial admissions decision, the Vice-Principal Academic & Research, the Vice-President Academic of the Student Representative Committee, and the University Ombudsperson. The decisions of the Review Committee shall be final and are not appealable.
3. Evaluation of a student's eligibility for admission to the University is based primarily on the student's performance in the most recent year of academic study, although other factors and previous academic performance will be taken into consideration where appropriate.
4. Students withholding, misrepresenting or supplying incomplete information concerning their previous academic performance or standing may be required to withdraw from the University should that information change the conditions on which their admission to the University was based.
5. The minimum average normally required for admission consideration is 70% (High School), 20 R-Score (CEGEP), or equivalent, as calculated by the Admissions Office. Meeting the minimum average does not guarantee admission to the University.
6. 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.
7. Applicants who have demonstrated academic excellence may be admitted to the University on the basis of criteria other than those listed herein.
8. Formal written notification from the Registrar's Office is the only valid statement of a student's admission status. Opinions expressed by or information provided by individuals are not binding unless confirmed in writing by the Registrar's Office or the appropriate Academic Dean.

9. Students may be exempt 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 (R-score) is used for admission purposes.

Note: Students following an IB program at CEGEP will have their CRC adjusted according to an established calculation in acknowledgement of the rigor of this program.

2. Students admitted on the basis of a completed Collegial Diploma (D.E.C.) are normally granted 30 credits of advanced standing, reducing a 120-credit requirement to 90 credits (3 years plus any applicable missing pre-requisites).
3. Admission is conditional, pending 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 program element missing on receipt of a written explanation (with supporting documentation as required) of the reason(s) the D.E.C. is not completed. If admitted, these students must complete the remaining requirements for their D.E.C. within 12 months of their first registration at Bishop's.

## High School Applicants

### Canadian High School Applicants

1. Admission average is calculated on Grade 11 and 12 academic courses only, including any required program pre-requisites. Physical Education results are not normally included in the calculation.

Program Prerequisites

All Programs: English  
(Grade 12 Academic Level)

Business Administration:  
Mathematics (Grade 11 Academic Level)

Bachelor of Sciences:  
Mathematics, two sciences (Grade 12 Academic Level)

2. Admission would be to a 120-credit (4-year) program.
3. Admission is conditional, pending successful completion of the Grade 12 Diploma.
4. Students are eligible to receive advanced credit for most Advanced Placement (AP) examinations completed with a grade of 4 or better and for most IB Higher Level courses completed with a grade of 5 or better – please contact the Admissions Office for details.

### U.S. High School Applicants

1. Grade 11 and 12 marks and a school profile are used for admissions purposes.
2. SAT/ACT scores are not required.
3. Admission would be to a 120-credit (4-year) program.
4. Admission is conditional, pending successful completion of an accredited Grade 12 Diploma.
5. Students are eligible to receive advanced credit for most Advanced Placement (AP) examinations completed with a grade of 4 or better and for most IB Higher Level courses completed with a grade of 5 or better – please visit the website for details.

## International Baccalaureate Applicants

### Applicants from IB Curriculum Schools

1. The final Diploma score (or predicted Diploma score if studies are not yet complete) on the six Higher Level and Standard Level exams is used for admission purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is conditional, pending successful completion of the Diploma.
4. Students with a completed IB Diploma will normally receive 30 credits (1 year) of advanced standing credit.

### Applicants from Dual Curriculum Schools

1. Candidates from secondary schools that offer a recognized “regular” high school curriculum in addition to the IB program are considered based on the profile that is most advantageous to them.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is conditional, pending successful completion of the IB Diploma and/or the regular Grade 12 Diploma.
4. Students with a completed IB Diploma will normally receive 30 credits (1 year) of advanced standing.
5. Those completing a regular Grade 12 Diploma may receive advanced standing credit for individual Higher Level IB courses completed with a grade of 5 or better.

### Baccalauréat Français Applicants

1. Grades from the Première and Terminale levels of the Baccalauréat Français are used for admission purposes. Requests for admission from students completing a Baccalauréat professionnel or a Baccalauréat technologique will be considered on an individual basis.
  2. Admission would be to a 120-credit (4-year) program.
  3. Admission is conditional, pending successful completion of the Terminale.
  4. Students with a completed Baccalauréat général with a “mention assez bien” will normally receive 30 credits (1 year) of advanced standing credit.
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## A-Level Applicants

1. Grades on completed GCSE examinations and final A-Level examination scores (or predicted examination scores if studies are not yet complete) are used for admission purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is conditional, pending successful completion of the required A-Level examinations.
4. Advanced standing credit for A-Level examinations may be granted if the grade is C or better.

## Caribbean Examinations Council CAPE

### Diploma Applicants

1. Anticipated grades on CXC CAPE subjects are used for admission purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is conditional, pending successful completion of the CAPE Diploma.
4. Advanced standing credit for CXC CAPE examinations may be granted if the grade is III or better.

## International Secondary School Applicants

1. Applications are considered on an individual basis.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is conditional, pending successful completion of the appropriate secondary school credential.

## College/University 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. To be eligible for admissions consideration, transfer students must normally:
  - a) be in good academic standing and eligible to return to the institution they have been attending and
  - b) fulfill the specific academic admission requirements of the program to which they are applying at Bishop's.
2. Admission would be to a 120-credit (4-year) program.
3. Transfer students from colleges and universities may be eligible for advanced credit granted for previous studies completed on presentation of official transcripts and course descriptions for evaluation. All previous studies completed prior to attending Bishop's University will be assessed for possible transfer credit. Transfer credit is awarded subject to the regulations governing credit for studies completed elsewhere. Any course completed at a university deemed to be at a university-level where a C (or equivalent) or higher is obtained at the previous university is eligible for advanced credit. A maximum of 60 advanced credits may be granted towards a 120-credit program. At least 50% of major program requirements must be completed at Bishop's University. Any advanced credit granted is subject to further review should the student change programs. (See Credit for Studies Completed Elsewhere).

4. Canadian citizens/permanent residents who have completed college or university studies outside North America are encouraged to obtain an "Evaluation comparative des études effectuées hors du Québec" from the Québec Ministry of Immigration.

## Second-Bachelor's Degree Applicants

1. Persons holding a Bachelor's degree from a North American institution 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 to complete the selected program. (See Regulation for Bachelor's Degrees).
2. Persons who have completed studies outside North America and wish to be considered for second degree admission must obtain an "Evaluation comparative des études effectuées hors du Québec" from the Quebec Ministry of Immigration confirming that the international credential obtained is equivalent to a Bachelor's degree in Quebec. No second-degree candidate status will be awarded without the Attestation.

## Mature Student Applicants

1. Admission may be granted to certain 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 or January 1 for the Winter Semester.
  - 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 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 and/or work/life experiences.
3. Meeting the above criteria does not guarantee admission to the University. Admission decisions are made on an individual basis taking into account an applicant's overall profile. Normally a Curriculum Vitae (CV) and Letter of Intent is required to complete a full assessment of a Mature student applicant.
4. Admission would be to a 120-credit (4-year) program with up to 30 credits (1 year) of advanced standing (depending on program prerequisite requirements).

## Former Students Seeking to Complete a Degree/Certificate

Degree/certificate candidates who have formally withdrawn from the University or who have, for any reason, allowed twelve months or more to elapse without being registered at Bishop's University must apply for readmission to the University in respect of the following deadlines:

**July 1** Fall semester readmission

**November 1** Winter semester readmission

**March 1** Spring/Summer semester readmission

Students in this position should contact the Admissions Office in advance of the appropriate deadline to determine the correct procedure. If permitted to resume their studies, they will be required to adhere to the Academic Calendar regulations in effect at the time the degree program is resumed. See the Interrupted Studies section for more detailed information.

### Part-time General Interest Applicants

1. Part-time general interest students must:
  - a) be a Canadian citizen or permanent resident. Students requiring a CAQ and Canadian study permit are not eligible for part-time studies,
  - b) be a minimum of 19 years of age by September 1 for the Fall Semester, January 1 for the Winter Semester, and May 1st for the Spring Semester. Exception: applicants to the English Language Summer School may be 18 years of age.
2. Part-time General Interest students may make application for admission to a degree program by following the procedures and respecting the deadlines outlined in the Admissions - Applying to Bishop's University section of this calendar. 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.
3. 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 a minimum average of 65% (75% for the Williams School of Business) is normally required for successful application to a program. A 65% average does not guarantee admission and individual departments may have additional requirements.
  - b) To be eligible for consideration for a degree program from part-time general interest studies, students must still meet the minimum qualifications for consideration as a CEGEP, High School, or Mature applicant. Applicants not meeting this standard will be evaluated on an individual basis.
6. Part-time General Interest students who do not register at the University for 12 months or more must submit a new application to the University through the Admissions Office in respect of published deadlines.

## ADMISSION – TEACHER EDUCATION

### PROGRAMS

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

- 1) B.Ed. in Teaching and Learning at the Elementary Level
- 2) B.Ed. in Teaching and Learning at the Secondary Level (English, Mathematics, Science and Technology, and Social Sciences profiles)
- 3) B.Ed. in Teaching and Learning of the Creative Arts (Drama, Fine Arts and Music concentrations)
- 4) B.Ed. in Teaching English as a Second Language

### Admission

Students making application to the programs in Education must fulfill the normal entrance requirements of the University and follow the same application procedure outlined in the "Admission – Applying to Bishop's University" section of this calendar. Applicants to Education should refer to the section of the Academic Calendar for the School of Education for additional requirements. Candidates already holding an undergraduate degree in a discipline other than Education are eligible for consideration for admission to the School of Education. Such candidates would be considered as second-degree applicants for admission to any of the four B.Ed. programs. Minimum course requirements would be determined by the Academic Dean. Such candidates would be evaluated for admission on the basis of:

- a) academic record
- b) suitability for the profession

A personal interview may be conducted by 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.

### Master of Arts or Master of Education

1. Individuals wishing information on making application are referred to the School of Education for program information.
2. These programs have a Fall entry. The final deadline for receipt of applications is May 1. All documentation should be submitted to the Admissions Office.
3. Documentation and additional requirements are found in the School of Education section of this Calendar.
4. Completed applications will be forwarded to the Admissions Committee of the School of Education for evaluation.
5. A minimum grade of 75% in undergraduate or previous graduate studies is required. Evaluation procedures may also include an interview, when possible.
6. The School of Education will report to the Admissions Office the decisions on admission.
7. Only a limited number of students can be admitted to the program each year.

8. Students wishing to complete courses in the School of Education without being admitted to the M.Ed./M.A. 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 AND RESPONSE DEADLINES**

1. When applicable, admission is conditional upon an applicant's obtaining the final grade levels specified in their offer of admission and/or on [www.ubishops.ca](http://www.ubishops.ca).
2. Applicants who receive an offer of admission from Bishop's must confirm acceptance of such offer online at [www.ubishops.ca](http://www.ubishops.ca) by the date indicated in the letter of admission. A confirmation fee is collected electronically as part of this step.
3. Application for residence accommodation or payment of residence deposit(s) do not signify acceptance of an offer of admission.

## **RESIDENCE**

1. All activities relating to residence accommodation (application deposit(s), room assignments) are administered by the Residence Services.
2. Decisions of the Registrar and Director of Admissions, Director of Recruitment and Retention, the Bishop's International Office, or the appropriate Academic Dean concerning a student's eligibility for admission to the University are not affected by an applicant's residence situation.

## **REGISTRATION**

1. Students admitted to degree and certificate programs will be sent detailed registration instructions for the Fall and Winter and Spring/Summer semesters.
  2. Part-time general interest students will receive registration instructions through the Registrar's Office.
  3. 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.
  4. 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.
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