

# 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). Supporting 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](mailto:admissions@ubishops.ca)

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

1. A non-refundable application fee paid electronically (in Canadian funds) at the time of application.  
\$65 – Canadian citizens/permanent residents  
\$100 – International students
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 (list of accepted documents available at [www.ubishops.ca](http://www.ubishops.ca))
4. Additional supporting documentation may be requested by the Admissions Office.

**Mature Applicants must also provide:**

1. CV – outlining all activities since last full-time study;
2. Letter of intent – outlining motivation for pursuing post-secondary studies, reasons for choosing the desired program and plan for ensuring academic success.

### Application Deadlines

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

**April 1** Fall semester entry with residence guarantee

**May 1** Fall semester entry final deadline

**October 1** Winter semester entry (international applicants)

**November 1** Winter semester entry: (non-international applicants)

Late applications are not considered except under exceptional circumstances.

Different deadlines apply to former students seeking readmission to the University after having withdrawn or interrupted their studies.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 Admissions Manager. Decisions made by the Academic Deans concerning admission to the University are not appealable.
2. 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.
3. 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.
4. The minimum average required for admission consideration is 70% (High School), 20 R-Score (CEGEP), or equivalent, as calculated by the Admissions Office.
5. 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.
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 Admissions Manager 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 Admissions Manager or the appropriate Academic Dean.
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 (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 provisional, 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 academic courses only, including any required program pre-requisites. Physical Education results are not included except in the case of Ontario high school courses coded U or M.

Program Prerequisites (Grade 12 Academic Level)

All Programs:	English
Business Administration:	Mathematics
Natural Sciences:	Mathematics, two sciences

2. Admission would be to a 120-credit (4-year) program.
3. Admission is provisional, 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. The Grade 12 GPA and SAT/ACT scores are both used for admissions purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is provisional, 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.

### International Baccalaureate Applicants

#### Applicants from IB Curriculum Schools

1. The Diploma score (or anticipated Diploma score if studies are not yet complete) is used for admission purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is provisional, pending successful completion of the Diploma.
4. Students with a completed Diploma score of 28 or higher may receive 30 credits (1 year) of advanced standing.

#### 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 more advantageous to them.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is provisional, pending successful completion of the IB Diploma or the regular Grade 12 Diploma.
4. Students with a completed Diploma score of 28 or higher may 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. Lycée grades from the Terminale of a Baccalauréat général program 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 provisional, pending successful completion of the Terminale.
4. Students with a completed Baccalauréat général score of 12/20 or higher and mention *assez bien* may receive 30 credits (1 year) of advanced standing.

#### A-Level Applicants

1. Grades on completed GCSE examinations and anticipated grades on A-Level examinations are used for admission purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is provisional, 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 CAPE subjects are used for admission purposes.
2. Admission would be to a 120-credit (4-year) program.
3. Admission is provisional, pending successful completion of the CAPE Diploma.
4. Advanced standing credit for 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 provisional, 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. Transfer students must normally:
  - a) be 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
  - a) 120-credit (4-year) program with 30 credits (1 year) of advanced standing (minus any applicable pre-requisites) for those who completed a D.E.C. at a Quebec CEGEP prior to entering college or university.
  - b) 120-credit (4-year) program for those who completed a Canadian high school, U.S. high school, or international secondary school program prior to entering college or university.
3. Transfer students from colleges and universities may be eligible for advanced credit granted at the discretion of the appropriate Departmental Chairperson on presentation of official transcripts and course descriptions for evaluation. Transfer credit is awarded subject to the regulations governing credit for studies completed elsewhere. 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 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 Québec Ministry of Immigration confirming that the international credential obtained is equivalent to a Bachelor's degree in Québec. 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.
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 global profile.
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 earning any credits 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. Those who wish to pursue fewer than 12 credits per semester out of general interest or as audit students may apply to the University as Special Undergraduate General Interest (SPU) students through the Continuing Education Office in respect of published deadlines.  
Note: Audit courses are charged fees in the same manner as credit courses.
2. Part-time general interest students must:
  - a) be a resident of the Eastern Townships,
  - b) be a minimum of 19 years of age on the date of registration for the semester (except for applicants to the English Language Summer School, who may be 18 years of age).
3. 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 Maintenance of Good Academic Standing, Probation, and Must Withdraw Status).

4. 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.
5. 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) Applicants not meeting this standard will be evaluated on an individual basis.
6. Admission would be to a:
  - a) 120-credit (4 year) program with up to 30 credits (1 year) of advanced standing (depending on any applicable pre-requisite courses) for those who completed a D.E.C. at a Quebec CEGEP prior to commencing general interest studies.
  - b) 120-credit (4 year) program for those who completed a Canadian high school, U.S. high school, or international secondary school program prior to commencing general interest studies.
  - c) 120-credit (4 year) program with up to 30 credits (1 year) of advanced standing (depending on any applicable pre-requisite courses) for those who are identified as mature students.
7. 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 Continuing Education Office in respect of published deadlines.

## 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.

### Admission to Step One

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 the B.A. in Educational Studies (elementary) or the B.A. or B.Sc. with the Double Major (secondary). 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.

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

### Admission to Step Two

1. Students wishing information on making application are referred to the School of Education for program information.
2. Application must be made online at [www.ubishops.ca](http://www.ubishops.ca) respecting the April 1 deadline.
3. Completed applications will be forwarded to the School of Education for evaluation.
4. The Selection Committee will use the following criteria for selecting candidates for the B.Ed.:
  - a) Academic record – applicants must have a minimum 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.  
Note: The Selection Committee may waive certain admission criteria at its discretion.
5. Decisions by the Selection Committee regarding admission to the Bachelor of Education program are binding.

### **Admission to – Master of Arts in Education, 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 Department 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 Office of Residence and Conference Services.
2. Decisions of the Admissions Manager 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 Continuing Education 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.