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### REQUEST FOR AN EQUIVALENCE

The following information is taken from the *Institutional Policy on the Evaluation of Student Achievement* (I.P.E.S.A.) for Champlain Regional College. This document may be consulted in its entirety on our website: [www.slc.qc.ca](http://www.slc.qc.ca)

An annotation of “EQ” in the remarks section of the transcript is used to signify that the College has determined that a student registered in a particular program has already covered the content and attained the objectives for that course to a degree consistent with college-level standards. Consequently, the student is awarded the credits attached to that course. Furthermore, the student shall be deemed to have also achieved the competencies attached to that course to the degree specified in the official program description. However, the “EQ” does not reduce the number of credits a student is required to complete in a given program.

#### Conditions, criteria

In order to apply for an “EQ”, students must be currently registered in at the College.

An “EQ” is granted only when students demonstrate to the satisfaction of the College that they have, by virtue of prior learning experiences, already attained the objectives and standards of the course for which the equivalence is requested.

Equivalence may be granted on the basis of prior schooling such as

* secondary school courses that cover the content and meet the competencies of a course in the program in which the student is registered at the College (typically a technical program);
* college-level courses taken outside Québec that have content and competencies closely corresponding to those of the course for which the student is requesting an EQ; and
* university courses that have content and competencies closely corresponding to those of the course for which the student is requesting an EQ.

An equivalence may also be granted on the basis of prior learning acquired outside of an educational institution where the College has been able to determine that such prior learning has enabled the student to master the content and achieve the competencies associated with a specific course in his program.

#### Procedure for Equivalences (EQ)

**Requests for equivalences and any required supporting documentation in the Regular Day sector must be submitted to the Dean during the session prior to that in which the course would otherwise be taken.**

The Dean will review the request to ensure that it is eligible for consideration and that the supporting documentation is complete. If both criteria have been met, the request is then dealt with according to the procedures specified for the evaluation of prior learning.

In all cases, the Dean will notify the student of the results of this evaluation process and the final determination of the request for equivalence. Only when a positive result is obtained from this evaluation process will the Dean grant an equivalence and enter an “EQ” on the student’s academic transcript.

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### CEGEP Champlain – St. Lawrence

### REQUEST FOR AN EQUIVALENCE

***Please complete this form and ensure that supporting documents and payment follow. Payment of the $25 fee per course does not ensure that the equivalency will be granted; it is a processing fee for the analysis of the request.***

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The course for which you are requesting an equivalence:**

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**In order to process this request, the following supporting documents are required:**

* A detailed course description, which includes the course hours; and
* An official transcript, which includes all final grades.

*If additional items are needed, we will contact you.*

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Date Student’s Signature

Return this form, along with supporting documents to Betty Ableson, Academic Affairs in room 235. Once your request has been evaluated, we will contact you. Please note that a request will only be processed once all documents and payment are received. You may pay your fee in person to Ms. Ableson during office hours, mail us a cheque or request to be invoiced via OMNIVOX. Accepted means of payment are cash, cheque (payable to Champlain Regional College), debit or credit card.

**790 Nerée Tremblay, Québec, Québec, G1V 4K2**