



BY-LAW NO. 8

BY-LAW TO PROMOTE ACADEMIC SUCCESS

This By-Law was adopted by Resolution Number 284-04 on December 11, 2001 and subsequently amended by Resolution:

298-12

April 20, 2004

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The use of the male pronoun within this By-law is to facilitate reading only and should be interpreted as referring to either male or female.

BY-LAW TO PROMOTE ACADEMIC SUCCESS.

ARTICLE 1 - GENERAL PRINCIPLES

1.1 Preamble

- 1.1.1 This By-law is adopted in accordance with section 18.02 of the *Loi sur les collèges d'enseignement général et professionnel (L.R.Q., chapitre C-29 et amendements)* and regulations issued under the said Act.
- 1.1.2 This By-law, known as the "By-law to promote academic success" will hereinafter be referred to as By-law 8.
- 1.1.3 This By-law applies to a full time student who fails repeatedly or who fails more than one course during a single academic semester.
- 1.1.4 This By-law prescribes that a full time student who during a single academic semester fails to pass the equivalent of the minimum of a full-time courseload, shall commit, in writing, to comply with the conditions set by the College for the continuation of his studies.
- 1.1.5 This By-law may not apply to a student who can provide documentation justifying that the failures were caused by grave circumstances such as illness or the death of a spouse or family member.

1.2 Definitions

- 1.2.1 **REGULAR STUDENT:** A person who is registered at the College to obtain a diploma or attestation of collegial studies or to obtain credits.
- 1.2.2 **FULL TIME REGULAR STUDENT:** A regular student registered at the College for at least four courses in a college programme of collegial studies, or for courses totalling at least 180 teaching periods of such a programme, or, in the cases determined by Government regulations, for a lesser number of courses or in courses involving a total of a lesser number of periods. The student's status is determined each session in accordance with the second paragraph of Section 24 of the Act.

- 1.2.3 **REGULAR STUDENT WITH A FUNCTIONAL DISABILITY:** A regular student registered at the College who has a functional disability within the meaning of the regulations respecting financial assistance for students as defined by Order-in-Council 844-90 dated June 20, 1990, and who, for this reason, is registered in a college programme of study part time. For the purposes of applying the present By-law, such a student is deemed to be registered full time.
- 1.2.4 **REGULAR STUDENT AT END OF PROGRAMME:** A regular student registered at the College in a programme leading to a Diploma or Attestation of Collegial studies who has a maximum of three courses remaining to complete the programme. This status is valid for one session only. For the purposes of applying the present By-law, such a student is deemed to be registered full time.
- 1.2.5 **PROGRAMME OF STUDY:** An integrated series of courses leading to the acquisition of general and specific educational objectives and entitling a person to receive a diploma or attestation of collegial studies.

1.3 Scope

The present By-law applies only to full time students registered at the College to obtain a diploma or attestation of collegial studies or to obtain credits.

1.4 Students in Good Academic Standing Who Have Failed More than One Course (DEC and AEC Programs)

Students who fail more than one course in a given semester but who are not on academic probation will be sent a letter from the Academic Dean which will:

- a) express concern regarding the failures
- b) request action on the part of the student to improve their performance
- c) provide information on the support services available to increase academic success
- d) provide information on the College's Standing and Advancement Policy

1.5 Students Who Repeatedly Fail the Same Course (DEC Programs)

Students who repeatedly fail the same course will be sent a letter from the Academic Dean which will:

- a) express concern regarding the failures
- 2) request action on the part of the student to improve their performance
- 3) provide information on the support services available to increase student academic success
- d) provide information on their academic situation.

1.5.1 **Students in Pre-university or Entry Programs Who Fail the Same Course Twice**

Students in pre-university or entry programs who fail the same (or equivalent) Program specific or *mise-à-niveau* courses twice require written permission from the Associate Dean to enrol a third time. Students who receive permission from the Associate Dean to enrol a third time and then fail the course will be required to change their program.

1.5.2 **Students in Professional Programs Who Fail the Same Professional Program Course Twice**

Professional program students are not permitted to fail the same professional program course twice. If they do, they will be required to leave the program. Professional program students may appeal the above requirement in extenuating circumstances to the appropriate Program Appeal Committee with a final appeal to the Academic Dean. Professional programs, with the approval of the Board of Governors, may have additional program standing and advancement policies, which address dismissal due to failures in specific courses and may have policies with regard to dismissal on issues of safety and security.

1.6 **Academic Probation**

Students who do not pass 50% of the normal course load in their programs for a given semester are placed on academic probation the following semester.

1.6.1 **Probation Contract**

A student placed on academic probation is required to meet with a counsellor to sign a probation contract, which clearly indicates the number of courses to be passed and recommended remedial activities. Successful fulfillment of the contract removes the student from probationary status and allows him/her to register as a student in good standing for the following semester.

Failure to fulfill the requirements of the contract will result in suspension from the day operations and full-time College status for at least one academic year. The student is able to discuss any extenuating circumstances with a counsellor. A student may not be on probation more than twice.

The student may appeal his case in writing to the Re-Admission Review Committee. Final appeals are to the Academic Dean.

Those who are refused re-admission are encouraged to follow courses in the Continuing Education Division on a part-time basis, take summer courses, or apply elsewhere to improve their academic standing.

1.7 AEC Programs

Students in AEC programs are expected to pass all of their courses in order to obtain their AEC. Students who do not meet the level of academic achievement required in full-time AEC Programs will be either put on probation or required to leave the program. The requirements for each program are published in the program brochure. Students asked to leave a program may appeal this ruling to the Dean of Continuing Education, who will convene an Appeals Committee. The Appeals Committee consists of the Dean of Continuing Education and two program coordinators including the coordinator of the students' program. The decision of the Appeals Committee is final.

ARTICLE 2 - RESPONSIBILITY FOR APPLYING THE BY-LAW

The Academic Dean is responsible for applying this By-Law.

ARTICLE 3 - COMING INTO FORCE

This By-Law will come into force on July 1, 2004.