

BY-LAW 8

TO PROMOTE ACADEMIC SUCCESS

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BY-LAW 8 TO PROMOTE ACADEMIC SUCCESS

ARTICLE 1 - GENERAL PROVISIONS

1.1 Preamble

- 1.1.1 In accordance with the College's Mission Statement and the orientations of the Strategic Plan, John Abbott College is committed to the academic success of its students.
- 1.1.2 This By-law is adopted in accordance with section 18.0.2 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.
- 1.1.3 This By-law, known as the "By-law to promote academic success" will hereinafter be referred to as By-law 8.
- 1.1.4 This By-law applies to a full-time student who, during a single academic semester, either fails the same program-specific course or fails more than one course.
- 1.1.5 This By-law prescribes that full-time students who during a single academic semester fail to pass the equivalent of 50% of the courses in which they are registered, shall commit, in writing, to comply with the conditions set by the College for the continuation of their studies.
- 1.1.6 This By-law may not apply to a student who can provide documentation justifying that the failures were caused by grave and serious reasons beyond the student's control.

1.2 Definitions

- 1.2.1 **FULL-TIME STUDENT:** A full-time student is a student registered for at least four courses in a program of college studies, for courses totaling at least 180 periods of instruction in such a program, or, in the cases determined by government regulation, for a lesser number of courses or for courses totaling a lesser number of periods. The student's status is determined each semester in accordance with the second paragraph of Section 24 of the Act.
- 1.2.2 **STUDENT WITH A MAJOR FUNCTIONAL DISABILITY:** A student registered at the College who has a major functional disability within the meaning of the regulations respecting financial assistance as defined in section 47 of the *Règlement sur l'aide financière aux études*, and who, for this reason, is registered in a college program of study part time. For the purposes of applying the present By-law, such a student is deemed to be registered full time.

1.2.3 **STUDENT AT END OF PROGRAMME:** A student registered at the College in a program leading to a Diploma or Attestation of Collegial Studies who has a maximum of three courses remaining to complete the program. This status is valid for one semester only. For the purposes of applying the present By-law, such a student is deemed to be registered full time.

1.3 Scope

The present By-law applies to all full-time students registered at the College in a Diploma of College Studies (DEC), an Attestation of College Studies (AEC), a Springboard to a DCS (entry/preparatory Pathways/Crossroads) program, or to obtain credits.

All programs may set supplementary standing and advancement policies to be adopted by the relevant program committee, the Academic Standing & Advancement Committee and Academic Council, and to be attached to this policy as Appendix A on the College website.

In addition to what is covered in this By-law, all programs may have policies with regard to dismissal on other issues such as professional conduct, safety and security which may apply to all students regardless of full-time or part-time status.

1.4 Communications with Students in Good Academic Standing Who Fail More than One Course or Who Fail the Same Program-Specific Course More than Once (DEC 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, or his or her designate, which will:

- a) express concern regarding the failures;
- b) request action on the part of the student to improve their performance; and
- c) provide information on the support services available to increase academic success.

1.5 Additional Standing and Advancement Requirements by Program Type

1.5.1. Technical Programs

- 1.5.1.1 Students in technical programs must pass 50% of the courses in which they are registered to remain in their chosen program.
- 1.5.1.2 Students in technical programs are not permitted to fail the same program-specific course twice or to fail any two program-specific courses. If they do, they will be required to leave the program.
- 1.5.1.3 Students may appeal the above requirement in extenuating circumstances to the appropriate Program Appeal Committee as defined in their program standing and advancement policy. Final appeals on procedural grounds may be made to the Academic Dean.

1.5.2 Pre-university Programs or Entry Programs (i.e. Springboard to a DCS)

- 1.5.2.1. Students in pre-university or entry programs who fail the same (or equivalent) program-specific or *mise-à-niveau* courses twice require permission from an Academic Advisor to enroll a third time.
- 1.5.2.2 Students who fail the same (or equivalent) program-specific or *mise-à-niveau* course a third time will be required to leave the program.
- 1.5.2.3. Students may appeal these decisions to the Dean responsible for their program. Final appeals on procedural grounds may be made to the Academic Dean.

1.5.3 Additional Requirements for Entry Programs (i.e. Springboard to a DCS)

- 1.5.3.1 To demonstrate their suitability for their anticipated (DEC) program, students must:
 - a) pass a designated college preparatory course such as Career Explorations (for Pathways to a Career and Pathways to Police), Strategies for Success in the Sciences (for Pathways to Science) or Strategies for Success in the Social Sciences (for Pathways to Social Science and College Integration);
 - b) pass all pre-requisite courses in which they are registered for their intended program; and
 - c) pass at least 50% of the courses in which they are registered each semester in order to remain in good academic standing.
- 1.5.3.2 Failure to meet with any one of these conditions will result in the student's dismissal from the Springboard to a DEC program and his or her ineligibility to apply to the intended program in the next semester.
- 1.5.3.3 As an alternative, students may apply to any other program provided they have the necessary program pre-requisites and a suitable overall academic record. Students admitted to another program will be placed on probation if they did not pass at least 50% of the courses in which they were registered in the previous semester.
- 1.5.3.4 Students may appeal the above requirements in extenuating circumstances to the Dean of Academic Systems. Final appeals on procedural grounds may be made to the Academic Dean.

1.6 Academic Probation (DEC Programs)

Students who do not pass 50% of the courses in which they are registered for a given semester are placed on academic probation the following semester. Students on academic probation will be sent

a letter from the Academic Dean, or his or her designate, informing them of their status and whether or not they are permitted to register as a full-time student the following semester.

1.6.1 Success Contract

A student placed on academic probation is required to sign and submit a success contract to the Counseling Department. This contract will clearly indicate the number of courses to be passed and recommended remedial activities. Fulfillment of the contract removes the student from probationary status and allows the student to register as a student in good standing for the following semester.

Failure to fulfill the requirements of the contract will result in the student's suspension from the day operations and full-time College status for at least one academic year.

A student may not be on probation more than twice.

1.6.2 Appeals Process:

- a) The process for requesting an appeal of the suspension involves first meeting with a counsellor to discuss any extenuating circumstances that may have contributed to the student failing to meet the requirements of his or her contract.
- b) If the request is denied, the student may appeal the suspension in writing to the Probation Appeals Committee comprised of at least three of the following: Chair of Counseling, Dean of Academic Systems or designate, an Academic Advisor, a faculty representative.
- c) Final appeals are to the Academic Dean.
- d) Students who are refused re-admission are encouraged to follow courses in the Centre for Continuing Education on a part-time basis, take summer courses, or apply elsewhere to improve their academic standing.

1.7 AEC Programs

1.7.1 Academic Standing

Each AEC program has strict regulations to follow in order for students to remain in good academic standing. Students must successfully pass all of their courses in order to obtain their AEC.

Failure to pass one credit course results in the student being placed on academic probation. In this case the Coordinator of the program or the Director of the Centre for Continuing Education will send a letter advising the student on the probation status and attached conditions.

Failure of two courses results in the student being deregistered from the program unless other program-specific requirements apply.

1.7.2 Appeals

Students who are asked to leave the program may make a written appeal to the Director of Continuing Education within two (2) working days of being informed of dismissal. The Director will strike an Appeals Committee to meet within five (5) working days of the receipt of the appeal request. The Appeals Committee consists of the Director of Continuing Education, a Continuing Education program coordinator, two teachers (or a teacher and a second program coordinator) and a counsellor. 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 upon approval by the Board of Governors.