BY-LAW 8
ACADEMIC STANDING AND ADVANCEMENT

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BY-LAW 8 ACADEMIC STANDING AND ADVANCEMENT

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 regarding academic standing and advancement" 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 PROGRAM:** 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 (DCS), 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 or Portal.

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

1.4.1 **Students in a pre-university or entry program 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; and

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.

1.4.2 **Students in a pre-university or entry program who fail the same program specific course more than once, will be sent a communication from the Academic Dean, or his or her designate. The communication will include:**

a) the conditions under which the student is permitted to take the course for a third time; and

b) the contract that must be signed by the student to allow them to register for the same course a third time; and

c) the consequences in the event of a third failure.

1.4.3 **Students in a technical program who fail the same program specific course more than once or who fail two program specific courses, will be sent a communication from the Academic Dean, or his or her designate. The communication will include:**

a) express concern regarding the failures; and

b) request action on the part of the student.

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 and Entry Programs (i.e. Pathways/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* course 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 **Entry Programs (i.e. Pathways/Springboard to a DCS)**

1.5.3.1 To demonstrate their suitability for their anticipated (DCS) program, students must:

a) pass a designated college preparatory course;

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 not being permitted to remain in the Springboard to a DCS program.

1.5.3.3 Should a student receive written notice that they are not permitted to continue in the Springboard to a DCS Program, they may appeal the decision to the Dean responsible for the Springboard to a DCS Program. Final appeals on procedural grounds may be made to the Academic Dean.

1.6 Academic Probation (DCS 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 an electronic success contract via Omnivox. This contract will clearly indicate the percentage (50%) of courses to be passed as well as required 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) A student may appeal the suspension in writing to the Probation Appeals Committee via MIO. This committee is comprised of at least three of the following: Chair of Counselling, Dean of Academic Systems or designate, an Academic Advisor, a faculty representative. As needed, the Committee may meet with a student to acquire additional information. An in-person appeal may be requested in extenuating circumstances.

b) Final appeals on procedural grounds may be made to the Academic Dean.

c) 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**

Students who successfully pass all courses will remain in good academic standing.

1.7.1.1 Failure in one course that is not a pre-requisite for any other course will result in the student being placed on academic probation. The student will receive a probation notice from the Director of the Centre for Continuing Education, or his or her designate. The student will be required to meet with their program coordinator to review a success contract. The contract must be signed and submitted before the student can continue with further studies at the College.

Failure in one course that is a pre-requisite for one or more subsequent courses will result in the student being placed on academic probation and may result in the student not completing the program as prescribed. The student will receive a probation notice from the Director of the Centre for Continuing Education, or their designate. The student will be required to meet with their Program Coordinator to review a success contract. The contract must be signed and submitted before the student can continue with further studies at the College. The student must also make arrangements with the Program Coordinator to discuss options for completing the program.

1.7.1.2 Failure in a second course in the same program will result in deregistration from the AEC program.

Following deregistration, the student may reapply to their program for a future cohort. Readmission to the College is contingent on availability of spaces in program cohorts and cannot be guaranteed. Prior to readmission, the student must complete a re-entry agreement and adhere to a success contract. Failure to adhere to the success contract will result in the student being deregistered from their AEC program. Please read article 1.7.2.1 for appeals.

1.7.2 **Appeals**

1.7.2.1 A student who has been deregistered from their AEC program may submit a written appeal of the decision to the Director of the Centre for Continuing Education, or his or her designate. The appeal must be submitted within two (2) working days of receiving the notice of deregistration letter.

The Director or designate will review the situation and render his or her decision within five (5) working days of receipt of the appeal request. This decision 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.