



**CÉGEP
VANIER COLLEGE**

BOARD OF DIRECTORS

BY-LAW 8

**BY-LAW TO PROMOTE
ACADEMIC SUCCESS**

Approved December 13, 2005.



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1. PURPOSE

- 1.1 To describe the criteria by which students are considered to be in Good Academic Standing.
- 1.2 To describe the consequences of not being in Good Academic Standing.
- 1.3 To describe the Academic Success interventions to be undertaken by the College to help students in academic difficulty to maintain or regain their Good Academic Standing.

2. DEFINITIONS

- 2.1 **Full time student:** A person who is registered at the College in a program leading to a Diplôme d'études collégiales or an Attestation d'études collégiales, and who is registered for at least four courses in a College Program, or for courses totalling at least 180 hours.
- 2.2 **Good Academic Standing in the College**
 - (a) **Diplôme d'études collégiales full time students**
 - Pre-university Programs
Each Autumn and Winter semester, pre-university program students must pass the equivalent of a full-time course load (four courses).
 - Professional (Technical) Programs
Each Autumn and Winter semester, professional (technical) program students must pass more than 50% of the courses in which they are registered and more than 50% of their Professional Program courses.
 - (b) **Attestation d'études collégiales Programs full time students**
Each semester Attestation d'études collégiales students must pass more than 50% of the courses in which they are registered.

- 2.3 **Additional Requirements in the Program**
Notwithstanding being in Good Academic Standing in the College, students in certain Programs may be obliged to meet additional requirements, in order to remain in, or to advance in, their Program. These additional requirements are defined by the Program and detailed in the Standing and Advancement Policy, and possibly the Professional Unsuitability Policy.
- 2.4 **Academic Probation**
The status given to students who do not meet the criteria for Good Academic Standing in the College in any ONE semester.
- 2.5 **Standing and Advancement Policy**
The College policy which details and defines additional requirements set by certain programs. A sample College Probation Contract and College Letter of Suspension are appended to the Standing and Advancement Policy.
- 2.6 **Professional Program courses**
All courses in Professional (Technical) Programs which are Program-specific excluding General Education courses (English, Humanities, Physical Education, French and Complementary courses).
- 2.7 **Program Review Process**
The student review processes which are established and implemented by Programs in which additional requirements exist.

3. SCOPE OF BY-LAW

- 3.1 This By-Law is to be applied to Full-time Students as defined above.

4. CONSEQUENCES OF ACADEMIC STATUS

- 4.1 Students in Good Academic Standing in the College, who also meet additional Program requirements, should they exist, are permitted to register and advance in their Program.
- 4.2 Students who fail to meet the criteria for Good Academic Standing in the College a FIRST time are placed on Academic Probation immediately.
- Academic Probation affects the conditions under which students will be permitted to register in any following semester.
 - Students on Academic Probation must sign a Probation Contract before they are permitted to register or continue as full-time students in any subsequent semester in any Program.

- Students not in Good Academic Standing in any one semester retain this on their record.
- 4.3 Students who fail to meet the criteria for Good Academic Standing in the College a SECOND time will be suspended from full-time student status for a specified time, usually one academic year.
- Students who are suspended are encouraged to register in Cegep credit courses at their own expense, for instance in the Vanier College Centre for Continuing Education.
 - To be re-admitted to the College as a full-time student after the specified time, students must formally apply to the College and must demonstrate evidence of academic success or up grading as out-lined in their Letter of Suspension.
 - Students readmitted to full-time status in a Diplôme d'études collégiales or an Attestation d'études collégiales Program following suspension for failure to achieve Good Academic Standing, retain their Academic Probation status upon this readmission. Such students who fail to meet the criteria for Good Academic Standing in the College a further (THIRD) time will be suspended from full-time student status once again.
- 4.4 Students in Good Academic Standing in the College who fail to meet any additional Program requirements must follow the Program Review Process implemented by the Program before registering in their Program. Such students may be required to transfer to another Program in the College.

5. **ACADEMIC SUCCESS INTERVENTIONS**

- 5.1 All students receive a statement of the requirements for Good Academic Standing in the College and additional Program Requirements, should they exist for their Program, during their first semester in the Program, as well as whenever there is an adjustment to any of these requirements.
- 5.2 Students are given an indication of standing in all courses by the mid-point of the semester.
- 5.3 Students who are identified at the mid-point of the semester as being at risk are notified and advised to speak with their teachers and/or other college professionals who could help them. Additional efforts are made to help first-semester students identified as being at risk.
- 5.4 The Academic Dean is provided with a list of the students who fail the same course multiple times in order to determine the nature of the problem and the appropriate remedial measures.
- 5.5 Programs with additional requirements monitor the outcome of the

application of these additional requirements with a view to detecting trends and evaluating the effectiveness of these additional requirements.

6. ADMINISTRATION

- 6.1 This By-Law to Promote Academic Success is under the authority of the Academic Dean.
- 6.2 The College will produce statistical data and reports related to academic standing to assist in determining trends.