



**HERITAGE COLLEGE  
BYLAW #5**

**CONCERNING  
SUPPORT FOR STUDENT SUCCESS**

**COMING INTO FORCE:** September 28, 1994  
**REVISED:** June 18, 2015  
**ADMINISTRATOR:** Academic Dean

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# HERITAGE COLLEGE BYLAW #5

## CONCERNING SUPPORT FOR STUDENT SUCCESS

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### Preamble

In accordance with Article 4.1 of *Le Règlement sur les règlements ou politiques d'un collège d'enseignement général et professionnel*, a college must adopt a bylaw favouring student success.

Cégep Heritage College is committed to student success, at the centre of which is academic success.

### ARTICLE 1

#### Purpose

The purpose of the present Bylaw is to ensure that the College provides support to students who do not attain or maintain satisfactory academic standing, as described in Article 3.2.

The objectives of this Bylaw are to:

- Define the criteria of satisfactory academic standing;
- Specify, in a clear and comprehensive manner, the provisions from which academic standing is known and supported;
- Inform students about their responsibilities to maintain satisfactory academic standing;
- Ensure fair and equitable support to students who are at risk of not achieving or maintaining satisfactory academic standing;
- Inform faculty, professionals and administrators about their responsibilities to support satisfactory academic standing; and
- Ensure the regular evaluation and amendment of this Bylaw.

### ARTICLE 2

#### Application

The present Bylaw applies to all Cégep Heritage College students registered in credited programs.

### ARTICLE 3

#### Provisions

#### 3.1 Principles

- Students are responsible for their academic success.

- Students are responsible for regular attendance, engagement and active participation in course learning and evaluation activities.
- Students have a right to early and ongoing information, feedback and intervention in support of student success.
- Students are given the opportunity to re-establish satisfactory academic standing.

In addition to academic performance, students are required to achieve, maintain and respect professional, safety and ethical standards of practice set by external bodies<sup>1</sup> associated with the program.

#### 3.2 Satisfactory Academic Standing

For a student to be in satisfactory academic standing he/she must:

- Pass more than 50% of his/her registered Cégep courses in a semester<sup>2,3</sup>; and
- Pass each course within two attempts.<sup>2,4</sup>

A student must also attain and adhere to the professional, safety and ethical standards set by external bodies associated with the program.

#### 3.3 Academic Review

All students registered in the College are informed, in writing, of the importance of attendance, the criteria of satisfactory academic standing, the resources available to support success, and the consequences of not being in satisfactory academic standing under this Bylaw at the beginning of each semester.

A student's Cégep grades (obtained at any Cégep or in any program), attendance records, and professional, safety and ethical standards, are reviewed with respect to the criteria of Satisfactory standing in accordance with article

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<sup>1</sup> Professional order, association, or workforce having a direct connection to the student or program.

<sup>2</sup> A temporary incomplete (IT) notation in a course is considered as a failing grade until the final grade is recorded in the student's file.

<sup>3</sup> 50% or more course failures are calculated over the fall and winter semesters only for DEC's, and the fall, winter and summer semesters for AEC's.

<sup>4</sup> Course specific failures are calculated over the fall, winter and summer semesters for DEC's and AEC's.

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3.2 of this Bylaw, Cégep Heritage College's Procedure #39: *Relating to Academic Review, Support and Appeal*, and Policy #5: *Relating to the Evaluation of Student Achievement*.

### 3.4 Review Outcomes

**3.4.1** A student is permitted to register and progress in his/her program and courses, subject to availability, when he/she is meeting the criteria of satisfactory standing.

**3.4.2** A student is reminded of the satisfactory academic standing criteria and referred to the support resources available when he/she:

- has attendance issues during the semester; and/or
- is at risk of failing a course during the semester; and/or
- has failed one or more, but less than 50%, of his/her registered courses at the end of the semester.

**3.4.3** A student is placed on academic probation and given the opportunity to improve his/her academic standing in his/her next course/semester (subject to availability) upon admission to the College or at the end of the semester, when he/she:

- has failed 50% or more of his/her registered courses in a semester for the first time, at any Cégep or in any program; and/or
- has failed the same registered course twice, either at Cégep Heritage College or another Cégep.

**3.4.4** A student is suspended from registering at the College when he/she:

- has failed 50% or more of his/her registered courses in a semester more than once, at any Cégep or in any program; and/or

- has failed the same registered course more than twice in any Cégep or program; and/or
- has failed to meet the condition of passing all his/her registered courses following an appeal.

**3.4.5** A student may be suspended from, and subsequently fail, a course when he/she does not meet the professional, safety and ethical standards set by external bodies. The student may also be required to leave the program.

**3.4.6** A student may not be eligible to participate in specific College sanctioned student-related activities when he/she does not meet the criteria of satisfactory academic standing.

**3.4.7** A student's participation in a work term is considered in accordance with Policy 19: *Concerning Conditions of Eligibility for a Work Term*.

### 3.5 Appeal

A student who is suspended from a course or the College under the terms of this Bylaw has the right to request an appeal of the sanction in accordance with Procedure #39: *Relating to Academic Review, Support and Appeal*.

### 3.6 Appeal Outcomes

If a student is successful in his/her appeal, the student is placed on academic probation, and is required to sign an Academic Probation Contract as a condition of registration in the College. In addition, the student must pass all his/her registered courses in the probationary semester in order to be permitted to register in a subsequent semester.

If the student is unsuccessful in his/her appeal, he/she remains suspended from registering at the College. A student has the right to request an appeal in a following semester.

### 3.7 Appeal Committee

The Appeal Committee is comprised of:

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- the Director of Student Services (Chair) or designate,
- an Education Advisor,
- an Academic Advisor,
- a Guidance Counsellor (as required),
- a Program Coordinator (as required).

The Appeal Committee's decision is final.

### ARTICLE 4

#### Roles and Responsibilities

##### 4.1 Board of Governors

The Board of Governors adopts the present Bylaw and all revisions thereto.

##### 4.2 Academic Senate

Academic Senate initiates the Bylaw review and revision process and advises and makes recommendations to the Academic Dean and Board of Governors on any matters concerning the revision of the present Bylaw.

##### 4.3 Academic Dean

- a) administers the Bylaw;
- b) guides the Bylaw review and revision process.

##### 4.4 Director of Student Services

- a) ensures that the procedures and responsibilities as defined by the present Bylaw, are fulfilled;
- b) receives and evaluates an appeal request to determine if a student has sufficient grounds for an appeal;
- c) grants the hearing of an appeal by the Appeal Committee;
- d) chairs the Appeal Committee.

##### 4.5 Education Advisors

- a) inform students about the Bylaw;
- b) record the application of the Bylaw on the student's file;
- c) track student success;
- d) inform students at risk, or those who are not in satisfactory academic standing, of their academic status and the support services available;
- e) prepare the Academic Probation Contract;
- f) establish an Appeal Committee;
- g) prepare information for and participates in the Appeal Committee;

- h) inform students of the outcome of an appeal;
- i) collaborate in the Bylaw review and revision process.

##### 4.6 Academic Advisors/Guidance Counselors

- a) advise/counsel students;
- b) provide information for, or participate in, the Appeal Committee, as required.

##### 4.7 Administrative Technician

- a) cancels students' course/semester registrations;
- b) settles outstanding balances.

##### 4.8 Appeal Committee

- a) ensures fairness and equity in the appeals process;
- b) decides the final outcome of the appeal.

##### 4.9 Program/Department Coordinator

Participates in the appeal process, as required.

##### 4.10 Teacher

- a) records the attendance of students online, in accordance with Policy 5: *Concerning the Evaluation of Student Achievement*;
- b) records a summative grade during the progress reporting period for each student registered in a course in accordance with Policy 5: *Concerning the Evaluation of Student Achievement*;
- c) when required in the appeal process, provides the Program/Department Coordinator<sup>5</sup> and Student Services with pertinent information regarding students, while respecting current confidentiality laws;<sup>6</sup>
- d) records, and informs the Program/Department Coordinator<sup>12</sup> and Student Services, of incidences whereby a student is not meeting the professional, safety and ethical standards set by external bodies associated with the program.

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<sup>5</sup> In the absence of the Coordinator, Academic Services is advised.

<sup>6</sup> *The Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information: R.S.Q., chapter A-2.1* and, *The Regulation Respecting the Distribution of Information and the Protection of Personal Information : R.S.Q., chapter A-2.1, ss 16.1, 63.2 and 15.*

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### 4.11 Student

- a) is responsible for becoming acquainted with the Bylaw and related policies;
- b) is responsible for his/her learning and academic success;
- c) regularly attends and actively participates in course learning and evaluation activities;
- d) actively participates in strategies that will promote academic success;
- e) actively seeks assistance, when necessary, to achieve academic success;
- f) has the right to appeal a grade, under Policy 5: *Concerning the Evaluation of Student Achievement*;
- g) has the right to request a Temporary Incomplete notation (IT), when the student, for reasons beyond his/her control, is legitimately and temporarily unable to complete the competencies of a course, under Policy 5: *Concerning the Evaluation of Student Achievement*.
- h) has the right to request a Permanent Incomplete notation (IN), when the student, for reasons beyond his/her control, is unable to complete the competencies of a course, under Policy 5: *Concerning the Evaluation of Student Achievement*
- i) has the right to request an appeal of a sanction under this Bylaw.

- equity, to ensure that the Bylaw is applied consistently with respect to all new, returning and current students; and
- effectiveness, to ensure that the Bylaw guarantees the quality of student information, feedback, intervention and support.

### 5.2 Review Procedure

The review procedure, initiated by Academic Senate, and overseen by An Academic Senate Standing Committee, will include the following components:

- surveying of teachers, students, professionals and administrators;
- analysis of progress review, grade review, IT and IN procedures; and analysis of key performance indicators related to student success.

## ARTICLE 5 Revision

In accordance with Cégep Heritage College's Bylaw #4, this Bylaw will be reviewed by Academic Senate at least every five (5) years, or when deemed necessary by Ministry requirements or by the Board of Governors.

The revised Bylaw will take effect in the semester following its adoption by the Board of Governors.

### 5.1 Review Criteria

The review criteria will assess:

- conformity, to ensure that the Bylaw is implemented according to the established principles and guidelines;

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### Related Document(s)

This document is to be used in conjunction with:

- *The General and Vocational College Act (R.S.Q., c. C-29, s.18; 1993, c.25, s. 11) Revised edition.*<sup>7</sup>
- *Le règlement sur les règlements ou politiques d'un collège d'enseignement général et professionnel*<sup>8</sup>
- *Règlement sur les régime d'études au collégial*<sup>9</sup>
- *Ordre des infirmières et infirmiers du Québec (OIIQ) C.1-8, r. 4.1. R.S.Q.,c,C-26,s.87)*<sup>10</sup>
- *College of Nurses of Ontario (CNO) (Practice Guideline/Supporting Learners, Pub. No 44034)*<sup>11</sup>
- *The Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information: R.S.Q., chapter A-2.1*<sup>12</sup>
- *The Regulation Respecting the Distribution of Information and the Protection of Personal Information : R.S.Q., chapter A-2.1, ss 16.1, 63.2 and 155*<sup>13</sup>
- *Cégep Heritage College Policy 8: Concerning Conditions for Admission to Diploma (DEC) Programs*<sup>14</sup>
- *Cégep Heritage College Policy 5: Concerning the Evaluation of Student Achievement*<sup>15</sup>
- *Cégep Heritage College Policy 19: Concerning Conditions of Eligibility for a Work Term, Reference Document 19.2*<sup>16</sup>
- *Cégep Heritage College Policy Bylaw 3: Concerning the Attestation of College Studies (AEC)*<sup>17</sup>
- *Procedure # 39: Relating to Academic Review, Support and Appeal*<sup>18</sup>
- *Reference Document # B5.1 Academic Probation Contract*<sup>19</sup>
- *Reference Document # B5.2 Appeal Guide*<sup>20</sup>

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<sup>7</sup> Copies of this document are available from the Director General's office.

<sup>8</sup> Ibid

<sup>9</sup> Ibid

<sup>10</sup> Copies of this document are available at [www.OIIQ.org](http://www.OIIQ.org)

<sup>11</sup> Copies of this document are available at [www.CNO.org](http://www.CNO.org)

<sup>12</sup> Copies of this document are available from the Director General's office.

<sup>13</sup> Ibid

<sup>14</sup> Ibid

<sup>15</sup> Ibid

<sup>16</sup> Ibid

<sup>17</sup> Ibid

<sup>18</sup> Copies of this document are available from Student Services

<sup>19</sup> Ibid

<sup>20</sup> Ibid

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### GLOSSARY

#### Academic

**Probation:** The semester during which the student is given the opportunity and support to improve their academic standing.

#### Academic

#### Probation

**Contract:** A document outlining the conditions under which the student was placed on academic probation and the consequences of not attaining the satisfactory academic standing criteria under the Bylaw.

**Appeal:** A process whereby a student requests that a suspension is lifted, with justified evidence.

#### Appeal

**Committee:** The Committee responsible for deciding the outcome of appeals.

#### Attendance

**Monitoring:** Attendance is recorded for students in accordance with Policy 5: *Concerning the Evaluation of Student Achievement*.

#### Compressed

**Course:** A course of less than 15 weeks in duration.

#### External

**Bodies:** Professional order, association, or workforce having a direct connection to the student or program.

#### Permanent

**Incomplete:** The notation used when the College recognizes that a student, for reasons beyond the student's control, is unable to complete the competencies of a course.

#### Progress

#### Reporting

**Period:** The period in which a student's progress toward achieving the course learning outcomes and competencies is assessed, and a summative grade granted, in accordance with Policy 5: *Concerning the Evaluation of Student Achievement*.

**Suspension:** The period in which a student is not permitted to register in the College.

#### Temporary

**Incomplete:** The notation used when a teacher recognizes that a student, for a legitimate reason, is temporarily unable to complete the course competencies, in accordance with Policy 5: *Concerning the Evaluation of Student Achievement*.