



**HERITAGE COLLEGE
BYLAW #5**

**CONCERNING
SUPPORT FOR STUDENT SUCCESS**

COMING INTO FORCE: September 28, 1994
REVISED: April 20, 2009
ADMINISTRATOR: Academic Dean

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Preamble¹

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. This bylaw must be adopted by the Board of Governors.

ARTICLE 1

Purpose

The purpose of the present bylaw is to support students and to assist them in identifying strategies and resources in order to enable their academic success. Furthermore, this bylaw is intended to complement other academic support strategies already in place.

ARTICLE 2

Application

The present bylaw applies to all Regular Education students.

ARTICLE 3

Provisions

A student who is in need of support measures as spelled out in this bylaw is:

- one who has been identified as academically at risk at entry level;
- one who is at risk of failing a first-year, first-semester course due to lack of attendance;
- one who is identified at mid-term as being at risk of failing 40% or more of the courses for which that student is registered;
- one who has failed the same course twice while studying at the College;
- one who has failed 50% or more of the credits for which that student was registered in a semester during collegial studies.

3.1 Support Measures

In the following cases, the academic status of the student concerned and the strategies and resources available to promote academic success will be made known to that student:

- a student who is academically at risk at entry level;
- a student who is at risk of failing a first-year, first-semester course due to lack of attendance;
- a student identified at mid-term as being at risk of failing over 40% of the courses for which that student is registered;
- a student who has failed the same course twice while studying at the College.

A student who, for the first time during the course of that student's collegial studies, has failed 50% or more of the credits for which that student was registered in a semester will be authorized to register at the College only if the student signs and agrees to the terms of a pedagogical contract.

3.2 Sanctions

- 1) In the following cases, the student will not be authorized to register at the College for at least one year, but may appeal this decision under the terms of article 3.3:
 - A student who fails the same course for a third time at the College;
 - A student who, for the second time during the course of that student's collegial studies, fails 50% or more of the credits for which that student was registered in a given semester.
- 2) In the following cases, the students will not be authorized to register at the College, with no right of appeal for at least one year:
 - A student who fails 50% or more of the course credits for which that student is registered for a third time during collegial studies;
 - A student who fails a course for a fourth time in a program of studies;
 - A student who fails to pass all of the courses for which that student is registered in the semester following admission on appeal.

¹ See the Glossary for explanations of frequently-used terms.

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3.3 Appeal

A student who is not allowed to register at the College under the terms of article 3.2 of the present bylaw may appeal this decision, within the appeal period specified by the College prior to the semester of admission, by making a written application to the Appeal Committee¹ citing exceptional circumstances, and including supporting evidence.

If a student appeals successfully and is admitted to the College, that student must:

- sign and agree to the terms of a pedagogical contract which outlines specific measures to promote success;
- meet the conditions outlined in the pedagogical contract;
- pass ALL of the courses for which that student is registered in the subsequent semester.

The student who fails to meet these conditions will not be authorized to register at the College, with no right of appeal for at least one year.

3.3.1 Appeal Committee Membership

The Appeal Committee may comprise:

- the Academic Dean (or a designate),
- the Director of Student Services (or a designate),
- an Academic Advisor,
- an Academic Probation Mentor,
- an Education Advisor,
- the Program/Department Coordinator (or a designate).

3.3.2 Appeal Committee Decision

The Appeal Committee decision is final.

3.4 Academic Status

¹ Please refer to articles 4.7, 3.3.1 and 3.3.2, respectively, regarding the role, membership and decision of the Appeal Committee.

The collegial academic history of all student admissions will be assessed and students will be informed of said status and its implications with respect to the present bylaw.

ARTICLE 4 Roles and Responsibilities

4.1 Academic Dean

The Academic Dean:

- a) disseminates the present bylaw to all stakeholders;
- b) ensures that stakeholders fulfill their responsibilities as defined by the present bylaw.

4.2 Director of Student Services

The Director of Student Services:

- a) revises the present bylaw, as deemed necessary;
- b) is responsible for the implementation of the present bylaw;
- c) informs students of their academic status and responsibilities under the present bylaw;
- d) is responsible for the coordination of the pedagogical support;
- e) supports all stakeholders so they may assume their responsibilities in applying the present bylaw;
- f) informs all stakeholders of the students on academic probation each semester;
- g) chairs the Appeal Committee; gathers and organizes information on behalf of said committee;
- h) ensures that the application of the present bylaw is recorded both on the student's file and within Student Services.

4.3 Program/Department Coordinator

When called upon to do so, a Program/Department Coordinator:

- a) solicits input from teachers regarding students;
- b) provides the Appeal Committee with pertinent information regarding students.

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4.4 Teacher

When called upon to do so, a teacher:

- a) provides the Program/Department Coordinator with pertinent information regarding students;
- b) provides the Director of Student Services with attendance records of absentee first-year, first-semester students.

4.5 Education Advisor

The Education Advisor assists the Director of Student Services with:

- a) coordinating pedagogical support;
- b) tracking and record keeping;
- c) informing and supporting stakeholders.

4.6 Academic Advisor or Academic Probation Mentor

When called upon to do so, the Academic Advisor and/or Academic Probation Mentor provides the Appeal Committee with pertinent information regarding students.

4.7 Appeal Committee

The Appeal Committee:

- a) adjudicates an appeal by a student;
- b) ensures fairness and equity in the appeals process;
- c) decides the outcome of the appeal.

4.8 Student

The student:

- a) is responsible for becoming acquainted with the present bylaw;
- b) actively participates in strategies that will promote academic success;
- c) actively seeks assistance, when necessary, to achieve success;
- d) respects the terms and conditions of the present bylaw and the pedagogical contract, when applicable.

4.9 Academic Senate

Academic Senate advises and makes recommendations to the Academic Dean and the Board of Governors on any matters concerning the revision of the present bylaw.

4.10 Board of Governors

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

ARTICLE 5 Revision

In accordance with article 4.1.4 of *Heritage College Bylaw #4 concerning the Academic Senate* and prior to its submission to the Board, the present bylaw will be reviewed by the Director of Student Services and Academic Senate at least every three (3) years, or when deemed necessary by Ministry requirements or by the Board.

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GLOSSARY

Academic Probation:	The period of study during which a student is monitored while under a pedagogical contract.
Academic Probation Mentor:	A person who participates in the monitoring of the student's progress during the semester of notice.
Appeal:	A process whereby the student requests from the Appeal Committee that the sanctions imposed are discarded or modified.
At Risk Student:	A student entering the College with an incoming academic average of 60-65%.
Collegial Studies:	Studies carried out at the college level in any institution and not specifically Heritage College.
Education Advisor:	A non-teaching professional who assists the Director of Student Services in the administration of the present bylaw.
Pedagogical Contract:	A document signed by the student and a representative of the College which both commits the student to a specified plan of action and defines a set of expectations regarding improved academic performance.
Support Measures:	All available services that support academic success.

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Related Document(s)

This document is to be used in conjunction with:

- *The General and Vocational College Act General and Vocational Colleges Act (R.S.Q., c. C-29, s.18; 1993, c.25, s. 11) Revised edition.*¹
- *Le règlement sur les règlements ou politiques d'un collège d'enseignement général et professionnel*².
- Pedagogical Contract³.

¹ Copies of this document are available from the Director General's office.

² Copies of this document are available from Academic Services.

³ Copies of this document are available from Student Services.