

TAV COLLEGE

COLLÈGE TAV

Regulation No. 01

REGULATION PROMOTING ACADEMIC SUCCESS¹

Adopted January, 2011

BG-11-001-004

¹ Through a previous partnership, TAV College applied Cégep Marie-Victorin's Regulation for Success. With the Cégep's permission, TAV has translated, adapted and partially rewritten the Regulation to suit its particular needs. TAV College wishes to thank Cégep Marie-Victorin for its contribution.

FOREWORD

With this regulation, TAV College seeks to promote the academic success of its students. Student success takes place in an academic context and, as an institution of higher learning, the College plays an important role in giving students everything they need to successfully complete their studies and quickly access the job market or go to university.

Students are the most important part of the TAV College Educational Mission. In this sense, the College offers the necessary support and resources to help all students become successful graduates in the program they choose. It also wishes to help students undertake and progress within their program of study under the best circumstances in order to help them become both complete and responsible individuals.

ARTICLE 1 Framework

Regulation no. 1 makes official the rules and guiding principles that are applied at TAV College in order to better manage the promotion of academic success with respect to all courses under its responsibility. This regulation presents both the student's responsibility and the College's responsibility in this area.

ARTICLE 2 Application of the Regulation

This regulation is applicable to full-time students registered in either a Diploma of College Studies program (DCS) or an Attestation of College Studies program (ACS) at TAV College.

This regulation is also applicable to those students who complete a request for admission at TAV College and who have studied elsewhere in the Quebec college network and whose academic records are available through the Quebec Ministry of Education (MELS).

In all cases under consideration by the College, only the three past years of academic enrolment will be taken into consideration with respect to the application of this regulation which relates to the Promotion of Academic Success.

ARTICLE 3 GENERAL COLLEGE PRACTICE

3.1 The college encourages and supports, through various methods, the success and excellence of its students (congratulation letters, academic awards, official graduation ceremonies, etc.)

3.2 Through its professionals, teachers and management team, the college provides services helping students be successful in their courses: personal counseling, workshops, information sessions, etc. Support measures include any non credited activity designed to help students succeed in their courses and/or program. This includes tutoring or help provided by the professionals of TAV College.

3.3 Special Progression Measures are taken by the College and can be made mandatory for students who require that their progression be modified with respect to specific success strategies that are designed to help them succeed. This can include giving students a reduced load of courses for any given semester within their program.

3.4 In order to evaluate the application of this regulation, the Registrar will report to the College on a yearly basis so that it can act upon any issues it may consider crucial for the betterment of student success.

ARTICLE 4 MORE THAN ONE FAILURE IN ONE SEMESTER

The College reminds students who have failed more than one course at any given semester (or more) but who are not in a Major Failure Situation that they are responsible for their own academic success and informs them on the various support measures available to them.

ARTICLE 5 REPETITIVE FAILURES

5.1 Students are in a situation of repetitive failure if they have failed the same course more than once. After two failures in the same course in general or specific education, the students receive a letter of warning. This letter will invite them to reflect on the reasons that cause them to fail. This letter will also give students the opportunity to express their concerns and indicate to the college by what means they intend to succeed in their courses in order to remedy the situation. The students are invited to respond to the College's letter of warning in writing.

5.2 Students who fail the same specific education course for the third time are excluded from their program of study and must complete a change of program if they wish to remain at TAV College.

5.3 Students who fail the same general education course for the third time are not allowed to be full-time students at TAV College until the course has been successfully completed.

ARTICLE 6 MAJOR FAILURE SITUATIONS

6.1 Students who fail half of the courses (or more) for which they are deemed registered during a given semester find themselves in a Major Failure Situation. Student found to be in a major failure situation for the first time are admitted to the following semester but are under probation. In this case, students must sign a contract with the student advisor and the probation letter is placed in their student file for the duration of their stay at the college. While on probation, the students must commit themselves to respect the conditions imposed upon them by the college.

6.2 Students who do not respect their probation conditions are no longer admitted as full-time students at TAV College for a complete school year (2 semesters). After having been a part-time student for the duration of one full academic year, students may be readmitted as full-time students if they have not been in a major failure situation for two consecutive semesters.

6.3 Students in a Major Failure Situation for the third time will be expelled from TAV College.

ARTICLE 7 GENERAL RULES

7.1 For reasons deemed exceptional by its administrators, the College can waive any of the above articles. Students are then submitted to special re-admission conditions that will need to be respected.

7.2 Students targeted by this regulation can appeal to the Dean of Studies directly in writing. The Dean of Studies will consult management staff and the Registrar's office before taking a final

decision with respect to a student's re-admission and the conditions that will prevail. The decision of the Dean of studies is final.

7.3 With respect to the application of this regulation, any Major Failure Situation resulting from serious illness, death of a spouse or of a close family member, (that is, failing grades in the semester for which the students were not able to dedicate themselves) will not be taken into account. Proper medical justification and paperwork will need to be submitted to the college (ex: medical note).

7.4 In cases of serious illness, the College will consider any documented request for the recording of *Permanent Incompletes* in the student's semester record. The student in this situation must have the permanent incomplete form filled out by his/her health professional (ex: medical doctor). The request must be submitted by the student on the following dates :

- On or before December 20, for the fall semester
- On or before May 20, for the winter semester

ARTICLE 8 FINAL DISPOSITIONS

8.1 The *foreward* of the Regulation Promoting Academic Success is part of the regulation.

8.2 The Dean of Studies is responsible for enforcing the present regulation.

8.3 The present regulation was adopted by the Board of Governors on January 25, 2011.

8.4 The present regulation will be revised as needed.