REGULATION No. 1

REGULATION PROMOTING ACADEMIC SUCCESS

MODIFICATIONS

Adopted January, 2011
BG-11-001-004

Modified January, 2023
BG-23-001-466

Modified January, 2024
BG-24-001-496

Modified February, 2024
BG-24-002-499

Modified October, 2026
BG-26-010-593

NOTES

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..

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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 second 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 ACADEMIC FAILURE SITUATIONS

6.1 Major Academic Failure

A student is considered to be in a major academic failure situation when they fail 50% or more of their courses in the same semester—whether those courses were taken at the College or at another college-level institution.

When a student is in a major academic failure situation, they must:

- Meet with the Academic Advisor;
- Sign an academic probation contract (see Appendix 1 for Probation 1 contract);
- Have Probation 1 contract placed in their student file, where it will apply to the next semester of studies.

6.2 Scope: Probation 1

- No major academic failure situation: If the student does not find themselves in a major academic failure situation during the semester covered by Probation 1, the contract measures are lifted, and the student is in good academic standing the following semester.
- Major academic failure situation during Probation 1: see article 6.3
- Major academic failure situation in an earlier, non-consecutive semester: A student in good academic standing who has found themselves in a major academic failure situation in a prior semester must be placed under Probation 1. This applies to students who are transferring from another institution and students who are changing programs.

6.3 Major Academic Failure While Under Probation 1

Probation 2

If a student faces another major academic failure situation during the semester covered by their Probation 1 contract, the student must be registered on a part-time basis for the next two consecutive semesters and is subject to part-time[1] fees. The student must:

- Meet with the Academic Advisor;
- Sign an academic probation contract (see Appendix 2 for Probation 2 contract);
- Have Probation 2 contract placed in their student file.

6.4 After being enrolled part-time for two consecutive semesters, the student may be readmitted to full-time status only if they have not been in a major academic failure during those two semesters.

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

6.6 By no means, illness or other, students in a Major Failure Situation can avail themselves of a Permanent Incomplete (see article 7.4).

6.7 Students who fail 100% of their courses during any given semester will not be registered at TAV College for the following semester. The Director of Studies can invalidate this rule under exceptional circumstances.

6.8 Any situation not addressed above will be reviewed and assessed by the Director of Studies.

[1] Part time studies : less than 12 hours per week OR 180 hours per semester (or less than 165 hours per week if the student is registered in a physical education course).

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 readmission 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 *foreword* 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.

Appendix 1

DATE :

SEMESTER :

PROBATION 1

STUDENTS IN MAJOR FAILURE SITUATION

A student is considered to be in a **major academic failure** situation when they fail 50% or more of their courses in the same semester—whether those courses were taken at the College or at another college-level institution. (Regulation 1, art. 6)

FAMILY NAME: FIRST NAME:

STUDENT NO: PERMANENT CODE:

I acknowledge that I have met with my student advisor to discuss the major failure situation I experienced last semester. I understand that my admission for the current semester is conditional.

I also understand that if I face another major failure situation during the semester covered by this Probation 1 contract, I will be considered a part-time[2] student for the following two (2) consecutive semesters.

I further understand that this change in student status may affect my eligibility for financial aid through the Quebec government's student financial aid program.

Academic Advisor Signature Student Signature

[2] Part time studies : less than 12 hours per week OR 180 hours per semester (or less than 165 hours per week if the student is registered in a physical education course).

Appendix 2

DATE :

SEMESTER :

PROBATION 2

TWO CONSECUTIVE MAJOR FAILURE SITUATIONS

If a student faces another major academic failure situation during the semester covered by their **Probation 1** contract, the student must be registered on a part-time basis for the next two consecutive semesters and is subject to part-time[3] fees. (Regulation 1, art. 6)

FAMILY NAME: FIRST NAME:

STUDENT NO: PERMANENT CODE:

I acknowledge that I have met with my academic advisor to discuss the major academic failure situation I experienced again last semester. I understand that I am admitted on a part-time basis for the current semester.

I understand that my part-time status will remain in effect for two (2) consecutive semesters.

After completing two consecutive semesters on a part-time basis, I may be readmitted to full-time status only if I have not experienced a major academic failure during either semester.

I further understand that this change in student status may affect my eligibility for financial aid through the Quebec government's student financial aid program.

Academic Advisor Signature Student Signature

[3] Part time studies : less than 12 hours per week OR 180 hours per semester (or less than 165 hours per week if the student is registered in a physical education course).