

REGULATION 3 – UNDERGRADUATE STUDIES

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NOTE : *The French version is the official version. In case of discrepancy, the French version shall prevail. La version française « Règlement 3 – les études de 1^e cycle » adoptée le 4 octobre 2011 (308-S-CA-3230) dont la dernière modification est le 7 décembre 2017 (385-S-CA-4241) est la version officielle. En cas de disparité entre la version française et la version anglaise, la version française prévaut.*

In this text, the masculine generic refers to both the masculine and feminine genders and is used for conciseness purposes.

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1. UNDERGRADUATE PROGRAMS

1.1 Definitions

Attestation of studies: An act by which UQAT certifies that a student has completed a microprogram (short program), a minor, a major, or one or several courses.

Other academic activities: Academic requirements, associated or not to a given course, that must be completed to meet the objectives of a given program. They take the form of non-credited learning activities such as industrial tours, field trips, participation in workshops, conferences, concerts, exhibitions, etc. The module assumes responsibility for these activities. Like courses, completion of other academic activities is a requirement for a degree.

University calendar: For every academic session, the university calendar sets the deadline for

admission and change in program, registration periods, deadline for course modification (change in group, course withdrawal with refund, and addition of courses), deadline for course withdrawal with no indication of failure recorded, course start date, course end date, vacation dates, session reading break and dates for submission of final results.

Field of study: A coherent and structured area of knowledge related to a variety of disciplines related to a specific purpose.

Specialization: Part of an academic program composed of courses leading to extensive studies in a given discipline or field. Specialization includes a minimum of fifteen (15) credits, and may be mentioned on the diploma.

Course: A series of credited teaching and learning activities toward achieving specific academic objectives and contributing to the composition of one or several programs. Courses may take a variety of forms, including lectures, practical work, seminars, practicum, research and individual study, etc.

Every course description includes the following elements: identification (code and title), course objectives, summary of content, number of credits and, where applicable, prerequisites or specific teaching methods.

Credit: A unit used for assigning a value to the workload that must be completed to attain specific course objectives. One credit corresponds to 45 hours of academic instruction, including student personal study time and evaluation, planned and supervised, in accordance with various teaching methods tailored to course requirements.

Diploma: A document attesting to the successful completion of a university degree or a minor, a major or a certificate degree program.

Discipline: A structured area of knowledge with a specific object of study, a conceptual framework, a specialized vocabulary and a set of assumptions, concepts, particular phenomena, methods and laws. A given discipline may include sub-disciplines.

Degree: The bachelor degree is a title awarded by Université du Québec, after academic evaluation, to individuals who have completed a bachelor degree in any of the forms described in this regulation. The list of the degrees and their respective abbreviated form are adopted by the Board of Governors.

Profile: A combination of courses that is determined on the basis of the academic path set by a given program mainly aiming at acquiring and at developing competences and skills relevant to the practice environment, the intervention framework or the creation setting. A profile may be mentioned on the diploma.

Program: An educational plan in one or more disciplines and one or more fields, translated into measurable learning objectives, that forms a coherent whole around an integrating principle; the courses and associated academic activities composing the program provide an adequately developed

body of knowledge that covers all essential aspects of a given discipline, particularly basics and methodology. The educational plan meets the requirement for rigor and reflects the current body of knowledge.

1.2 Types of program

The undergraduate level includes the following types of program: short academic program, major, minor, certificate, bachelor and undergraduate doctorate.

Upon recommendation of the Academic Council, the Board of Governors may adopt other types of program.

1.2.1 Short academic program

The short academic program (micro-program or short program at UQAT) is defined as a set of credited activities in a well-defined discipline or field of studies. This type of program is elaborated to meet the needs of a given workplace or intervention or to attain a professional or cultural development objective. The short academic program leads to an attestation of university studies.

Short academic programs are coherent and limited sets of undergraduate courses; they focus on a given subject and may be grouped around related objectives. They include no less than six (6) credits, but no more than eighteen (18) credits.

1.2.2 Constituent programs of a university degree

The constituent programs of a university degree are the major, minor and certificate. These components can be combined as part of an undergraduate program according to a set of predetermined rules, and can lead to a bachelor degree.

Major: The major is defined as a study program totaling forty-two (42) to sixty (60) credits, and may lead to the awarding of a diploma or an attestation of studies if provided for in the program adopted by the university authorities.

The major constitutes the discipline or the main field of studies of a bachelor program with a major.

Minor: The minor is a study program totaling twenty-four (24) to thirty (30) credits. It may lead to the awarding of a diploma or an attestation of studies if provided for in the program adopted by the university authorities.

The minor constitutes the secondary discipline or field of studies of a bachelor program with a major.

Certificate: This study program focuses on one or several disciplines or is identified to a field of study. The certificate includes no less than thirty (30) credits and leads to the awarding of a certificate.

1.2.3 Degree programs

Degree programs leading to a university degree are: the bachelor degree with specialization; the DEC-BAC; the bachelor degree with a major; the bachelor degree by completion of multiple certificates or minors, the bachelor degree of general studies and the individualized bachelor degree.

Bachelor degree with specialization: The bachelor degree with specialization is defined as a study program of minimum ninety (90) credits that is centered on the study of a given discipline or field of studies or that leads to a professional practice. The Academic Council may recommend the adoption of a specialized bachelor degree with a higher number of credits.

The bachelor degree with specialization leads to the awarding of a bachelor degree in the discipline, field of studies or professional practice area of the program completed.

A bachelor degree with specialization consists of credits aiming at education enrichment, exposing the student to bodies of knowledge and methodologies arising from other disciplines or fields of studies. The terms and the minimum number of education enrichment credits required for obtaining a bachelor degree with specialization are set in a policy adopted to this end by the Board of Directors.

The Academic Council may authorize exceptions for programs leading to professions recognized by the *Office des professions du Québec* or meeting the requirements of a recognized accreditation body.

DEC-BAC : The DEC-BAC (diploma of collegial studies-bachelor) is defined as a memorandum of understanding (MOU) resulting from structured agreements between a university establishment and a cegep for the purpose of combining technical training with a bachelor degree program of the same area of studies. A DEC-BAC MOU reduces the duplication of knowledge acquisition; recognizes the value of technical training in a university study program; ensures smooth transition from one program to another by adapting to the needs of cegep and university education; offers greater coherence in training with regards to continuity and deepening of knowledge; makes it possible to get two diplomas (DEC and BAC) in a shorter timeframe; and reduces the duration of studies through the recognition of eighteen (18) to thirty (30) university credits corresponding to technical, college-level courses.

Harmonized DEC-BAC programs (or bridge programs) recognize acquired knowledge after the comparison between cegep and university courses. The MOU between the education establishments must be authorized and signed by the Vice-Principal (Academics and Research) of UQAT and submitted to the Academic Commission.

The integrated DEC-BAC ensues from a close collaborative approach between cegep/university teaching teams. After a thorough examination of teaching contents and methods, it is possible to establish special educational paths enabling new university students to have twenty-four (24) to thirty-six (36) university credits recognized by integration. The MOU reached between the establishments must include the students' educational path and be approved by the Academic Commission.

Bachelor degree with a major: The bachelor degree with a major is a university-level program that comprises two components in disciplines, fields of studies or professional practices of different nature.

The main component – the major – can be combined with a minor, a certificate or another major.

A major can also be combined with a selection of courses offered at UQAT, depending on the student's educational plan, upon approval of the module director concerned.

The combination of these two components must total ninety (90) separate credits associated with the contents of different courses. A combination of two majors must total one hundred and twenty (120) separate credits. The rules for matching these components and the academic degree to which the program leads are defined in the programs.

A bachelor degree with a major and a minor, given its components, leads to the completion of an undergraduate diploma. It gives students the opportunity to develop and acquire knowledge, skills and abilities in one or many disciplines or in one or many fields of studies.

The content of every major is defined so as to meet needs previously identified. The resulting educational plan translates into measurable learning objectives organized into a coherent whole revolving around an integrating principle. The same applies to the minor, but its content is defined in such a way that allows to deepen knowledge in a sub-discipline of the major, to explore a discipline or sub-discipline related to the discipline covered by the major, or to open onto another pertinent discipline.

The conditions for admission to a bachelor degree with a major or a minor are drawn up on the basis of the major. When completing a minor as part of a certificate, conditions for admission specific to the minor or certificate are drawn up.

More than one minor can be linked to a single major. An existing certificate may be considered as complementary to a major and as such may become the minor of the said major.

Any minor linked to a major, whether developed or resulting from an existing certificate, must be approved by the Academic Commission upon recommendation of the module council concerned. The module is responsible for demonstrating the academic and pedagogical justification or rationale as regards educational objectives and complementarity with the major.

A minor with a discipline or field of studies that differs from that covered by the major is elaborated and approved by the teaching and research unit (module for the program; department for new courses) with corresponding disciplinary expertise.

For the purpose of applying the provisions of the UQAT academic undergraduate regulations, the cumulative grade point average is calculated for all the courses included in the bachelor, whether they belong to the major or to the minor.

Bachelor degree by completion of multiple certificates or minors: A bachelor degree by accumulating certificates or minors is an education program that includes three (3) certificates or minors in fields of studies or disciplines identified by the establishment. The bachelor degree by completion of

multiple certificates or minors can also be composed of two (2) certificates or minors combined with a package of academic courses successfully completed in a personalized certificate or multidisciplinary certificate; these courses are selected on the basis of the student's educational plan once approved by the module director concerned.

The components are combined together on the basis of the purposes of the undergraduate program; they must total ninety (90) separate credits associated with the contents of different courses. The rules governing the completion of multiple certificates or minors are defined in this document, in sections dealing with the issuance of diplomas.

General Bachelor of Arts or Science

A bachelor degree can be obtained at the end of a general bachelor program. The general bachelor degree is a (ninety) 90-credit multidisciplinary program with a content determined by the establishment within the limits defined below.

The general bachelor program aims to meet the achievement of the requirements of the undergraduate level. This degree ensures the development of broad-based knowledge, skills and abilities through exposure to many disciplines.

This type of program may take the form of a general Bachelor of Sciences degree or a general Bachelor of Arts degree.

The Bachelor of Science program leads to a Bachelor of Science degree, focusing primarily on disciplines associated with natural sciences, applied sciences and technology.

The Bachelor of Arts program leads to a Bachelor of Arts degree, covering primarily disciplines associated with social sciences and humanities, arts and letters.

General bachelor degrees include a common series of mandatory courses that ensure the general character of the desired education; these mandatory courses make up at least one-third of the total program credits.

Every educational plan must be approved by the module director concerned.

Individualized bachelor degree : An individualized bachelor degree is a (ninety) 90-credit program that leads to the completion of an original and coherent education plan, which varies according to the student's academic path. The individualized bachelor degree consists of existing courses, which must meet the following requirements.

The individualized bachelor degree aims to meet the objectives of undergraduate education. It leads to the development of knowledge and skills in a field of studies that corresponds to the student's educational needs in cases where UQAT cannot bring the student to attain them through its range of programs or program combinations but nevertheless has the necessary resources to make this feasible. The individualized bachelor degree offers students who are at an advanced stage of their

bachelor program, but who do not wish to continue it or wish to redirect their educational path, to have their learning experiences recognized under a university degree.

The individualized bachelor degree does not lead to a professional title. The student who wishes to complete an individualized bachelor program must submit a request for a change of program in order to get a diploma exit, submit a letter of discharge confirming his desire to quit his initial program, and request a transfer of completed credits. Also the applicant must develop and submit, for approval by the module director concerned, a training proposal outlining the general objective and principal aims of the educational path he or she wishes to pursue.

The program must have a structure of sixty (60) credits, built along an integrating core (education, management, creation and new media, engineering, health sciences, social work or psycho-education), plus thirty (30) elective credits.

The individualized bachelor program leads to a Bachelor of Arts (B.A.), a Bachelor of Business Administration (B.B.A.), a Bachelor of Sciences (B.Sc.) or a Bachelor of Applied Science (BAppSc).

1.3 Educational prerequisites

1.3.1 To be admitted to an undergraduate program, candidates must hold an appropriate college studies diploma (DEC) or its equivalent.

Holders of other DEC may be admitted provided they meet certain conditions specific to the program concerned. These conditions may include completion of upgrading courses at the university or college level.

Individuals who have satisfactorily completed a certain number of university courses may also be admitted.

In the case of integrated DEC/BAC programs, students may be admitted during their college studies as provided for in the MOU between the college and UQAT.

1.3.2 Candidates who hold neither a DEC, nor the equivalent, may also be admitted to an undergraduate program if they are at least 21 years of age when starting the first session they apply for, and if they have had sufficient preparation. In such cases, conditions of admission identify the knowledge and skills the candidates must have acquired through experience.

1.3.3 Applicants to an undergraduate program on a basis other than a DEC must prove that they have sufficient knowledge of the French language.

1.3.4 Additional conditions may also apply for admission to a given program, such as college-level courses, specific experience or skills, knowledge of languages other than French, or any other condition deemed appropriate.

1.4 Program description

1.4.1 A program description contains the following elements: the name of the program; academic objectives; admission conditions; list of constituent courses and other educational activities; description and sequence of courses and activities; specific academic evaluation methods, where applicable; concentrations and profiles offered; compatible minors for bachelor degrees with a major; number of credits in the program; and specific educational regulations.

1.4.2 In the case of programs requiring advanced knowledge of the French language or specific skills given the discipline or field of studies, the program description sets out specific requirements that apply throughout the program until graduation.

1.4.3 A brief description of existing programs is published in the program and course directory. This directory is updated on a regular basis. The program coordinator is responsible for ensuring that program descriptions are accurate and updated.

1.5 Program structure and content

1.5.1 Each program sets out the sequence in which constituent courses and other educational activities are normally completed, by means of academic regulations or standard progress charts and identification of prerequisite courses.

1.5.2 The credits allocated to each course always correspond to a whole number. Generally, courses are worth three (3) credits, and they begin and end in the same session. Exceptions must be authorized in accordance with criteria and procedures set out by the Academic Commission and approved by the Board of Directors. Courses extending over more than one session are counted as part of the session in which they begin.

1.5.3 Course descriptions contain the following information: course identification (code and title); course objectives; a summary of the content; teaching methodologies; number of credits; and prerequisite courses, where applicable.

1.5.4 Prerequisites are courses whose contents need to be acquired in order for the elements of another course to be addressed. Prerequisites are included in the program.

1.5.5 Prerequisites must meet the following criteria:

- a. Prerequisites must not increase the total number of credits required by the program.
- b. Prerequisites, like any other courses, may be subject to a request for recognition of prior learning.
- c. At UQAT, the number of credits taken in prerequisite courses for the same course may not exceed nine (9).

1.5.6 Individual courses for a given program may fall under one of the following categories:

- a. Mandatory courses, if required to be completed successfully for the program.
- b. Optional courses, if part of the choices offered to the students in accordance with the rules of the program in question.
- c. Courses external to a student's program, if the credits associated with those courses are not accounted for in the program in question.
- d. Upgrade courses, if required for admission to help candidates acquire the knowledge needed to begin or pursue in the program.

1.6 Administrative aspects

1.6.1 All academic programs are programs of Université du Québec, which specifically authorizes UQAT to deliver and administer its programs, and to produce the certification required for issuing diplomas.

1.6.2 The Academic Commission adopts short programs, certificate, major and minor programs, general or individualized bachelor programs with a major and bachelor programs by completion of multiple certificates or minors, as well as integrated DEC-BAC programs, specializations and profiles and program modifications upon recommendation of module councils and academic exception review committees (set up under Regulation 7 of UQAT), or department boards, for aspects arising from their respective areas of jurisdiction. Once a decision is made, the Vice-Principal (Academics and Research) of UQAT notifies the Vice-President (Academics and Research) of Université du Québec. The changes made to the programs offered at UQAT will be the subject of a periodic report by the Vice-Principal (Academics and Research) for submission to the Academic Council for adoption and to the Board of Governors for ratification.

The Academic Council recommends the adoption of the new specialized bachelor programs after the Academic Commission of UQAT approves the project.

The Board of Directors makes decisions regarding program closure and admission suspension, upon recommendation of the Academic Commission. The Vice-Principal (Academics and Research) of UQAT informs the Vice-President (Academics and Research) of Université du Québec accordingly. A report on program closures and suspensions is tabled regularly before the Academic Council for adoption, then before the Board of Governors for ratification.

The Board of Governors ratifies the elimination of all specialized bachelor programs upon recommendation of the Board of Directors of UQAT and the Academic Council.

1.7 Program management

UQAT programs are managed as described in the following paragraphs.

UQAT is responsible for academic and administrative matters relating to the programs with which it was entrusted by Université du Québec.

1.7.1 Network and collaborative programs

Program management may be assigned to more than one university-level establishments. These establishments bear the responsibility of those programs in accordance with the terms of a memorandum of understanding (MOU)

Network programs are to be managed by the constituent establishments of Université du Québec only. These programs include a significant common core; at UQAT, they are also known as collaborative programs.

1.7.2 Extension programs

UQAT may work in partnership with one or more university establishments in Québec to deliver programs for which it is responsible. The terms of delivery of extension programs are defined in the MOU. The establishment concerned maintains responsibility of the program and submits recommendations as regards diploma issuance.

1.7.3 Delocalized programs

UQAT may associate with one or many partners to offer programs under its responsibility outside Quebec. Program delocalization terms are defined in a MOU. The establishment concerned maintains responsibility of the program and submits recommendations as regards diploma issuance.

1.7.4 Memorandum of understanding

The delivery of collaborative, extension or delocalized programs is established by means of a memorandum of understanding (MOU).

The MOU is adopted by the Board of Directors, upon recommendation of the Academic Commission. It is then submitted for authorization to the Board of Governors. If the MOU relates to short academic programs or to certificate, minor or major programs, it is submitted to the Vice-President (Academics and Research) for information purposes. The Vice-President (Academics and Research) prepares a report on the MOU; the report is submitted for adoption to the Academic Council, and is then ratified by the Board of Governors.

The MOU provides details on the following elements:

- a. The sharing of responsibilities as regards program delivery management, program modification and assessment; composition, operation and responsibilities in terms of program structure coordination; procedures for ensuring quality of teaching in programs.
- b. Measures related to admission, registration, coaching, mobility and assessment of students; reporting procedures regarding student enrollment figures to authorities concerned.
- c. Establishment(s) entitled to produce necessary certifications and recommend diploma issuance.
- d. Procedures as regards pooling of human and material resources; procedures related to intellectual property and copyright, where applicable.
- e. MOU duration; MOU amendment, renewal and termination procedures; guarantees for protecting the acquired rights of enrolled and accepted students at the termination of the MOU.
- f. Delivery terms for delocalized collaborative programs.

The university establishments are required to produce a statement confirming the financial viability of program delivery and attach it to the MOU.

Amendments to the MOU must be submitted to the Vice-President (Academics and Research) of Université du Québec for information or, as required, for opinion of the Academic Council if any modifications to the MOU require the Board of Governors' authorization.

1.8 Program amendments

Any changes made to program descriptions constitute an amendment. UQAT has developed a guide on how to modify an undergraduate program (*Guide pour effectuer une modification de programme au 1^{er} cycle à l'UQAT*). This guide describes various types of amendment and how they are handled. All program amendments must comply with this guide and be approved as defined below.

1.8.1 All program amendments must be approved by resolution of the module council concerned. New courses, modified courses and changes to prerequisites must be approved by the departmental board concerned. Proposed changes must be submitted to the Vice-Principal (Academics and Research) of UQAT for an opinion, who then presents the proposed changes to the Academic Commission.

1.8.2 Program update

Notwithstanding the provisions of paragraph 1.8.1, certain minor or technical program amendments, including those described below, may be approved by the Dean's Office.

- Mandatory courses and optional courses that are reversed without causing any changes to the program structure or desired goals;
- Changes to prerequisites;

- Course description updates that do not affect the fundamental course components;
- Adjustments to the wording of general program objectives or admission conditions;
- Addition of a course that does not belong to a program.

Requests for program adjustments must be submitted in writing by the module director to the Dean's Office along with the resolution adopted by the module and the department if they involve changes to courses or prerequisites. Once approved, program amendments come into effect at the beginning of the following session.

Once a year, a summary report of minor and technical amendments must be submitted to the Academic Commission for information.

Minor and technical amendments that are denied approval by the Dean's Office may be referred to the Academic Commission.

1.9 Nomenclature

Nomenclature designates the list of academic program names offered by Université du Québec, the specializations and profiles that must be mentioned on the diploma, degree appellations and their corresponding abbreviations. The Vice-President (Academics and Research) updates the nomenclature periodically and the general rules and procedures related to the format and wording of diplomas adopted by the Board of Governors upon recommendation of the Academic Council.

1.10 Program management: Module

The Board of Directors attaches each undergraduate program to a specific module.

1.10.1 Modules are academic bodies set up by virtue of UQAT's Regulation 7 – *Organisation et dispositions générales en matière d'enseignement et de recherche* for the purpose of facilitating the achievement of academic objectives in the programs for which they are responsible. A module consists of the programs for which it is responsible, the groups of people registered in those programs, the professors who teach them or advise them, all sessional lecturers concerned, and individuals outside UQAT who provide the link between the module and the applicable professional or social environment. Within the boundaries of its jurisdiction, the module is responsible for applying Université du Québec's and UQAT's regulations, rules and policies. These provisions apply to undergraduate academic bodies set up by virtue of UQAT's Regulation no. 7.

1.10.2 Main responsibilities of modules - Programs

The main responsibilities of modules with respect to programs read as follows:

- a. Ensuring smooth operation of programs under their responsibility, and ensuring good relations with the establishment as a whole, in particular with departments and other modules.

- b. Compiling and updating complete files for the programs under their responsibility, including evaluation reports and program amendments.
- c. Developing and preparing proposals for new programs or changes to existing programs under their responsibility, and submitting them to the organizations concerned for approval, as specified in the policies, rules and regulations of Université du Québec and UQAT.
- d. Ensuring that the programs under their responsibility are evaluated in accordance with the policies, rules and regulations of Université du Québec and UQAT.
- e. Organizing course introductory and review activities included in the program.
- f. Where programs require advanced knowledge of the French language or specific knowledge due to the discipline or field of studies, defining expectations in terms of specific skills and language abilities, identifying means used to evaluate those skills, and defining the measures aimed at their upgrading.
- g. Providing a link between the professional and social communities associated with program objectives.
- h. In cooperation with the departments concerned, assuming the role of facilitator and coordinator with the teaching personnel in the programs under their responsibility (in particular as regards academic objectives of those programs, undergraduate degree outcomes and teaching methods to achieve these objectives), and collaborating with departments in the coordination of syllabuses.

1.10.3 Main responsibilities of modules – Students

The main responsibilities of modules with respect to students read as follows:

- a. Ensuring integration of newly registered students.
- b. Ensuring support and guidance to students registered in module programs.
- c. Ensuring that those students are advised on course selection and the pace of studies.
- d. Ensuring that registered students are evaluated comprehensively, and confirming they have attained their program objectives.
- e. In accordance with UQAT policy, arranging for student evaluation of the teaching provided to them.

1.10.4 There is a module council created for each module. Module councils are composed of members of the teaching personnel, including the module director, students and individuals from outside who are selected by the module council. The representation of these groups must be consistent with the rules respecting council composition, which are set out in UQAT's procedure for the creation of module

councils (*Procédure concernant la formation des conseils de module*).

The module council must also include, where applicable, an individual hired as a sessional lecturer.

The Vice-Principal (Academics and Research), or his representative, may participate in the meetings of module councils, and has a right to speak, but not to vote.

The module director fulfills the main responsibilities of the module.

1.10.5 By means of internal regulation and upon recommendation of the Academic Commission, the Board of Directors determines procedures for module organization and operation, as well as module creation, abolition, merging and splitting.

1.11 Program management: Department

At undergraduate study level, the main responsibilities of the department read as follows:

- a. Cooperating with modules in elaborating programs and courses and in evaluating programs and instruction contents.
- b. Jointly with modules, defining pedagogical approaches and methods that foster achievement of program objectives and undergraduate studies outcome.
- c. Providing the teaching required by the programs; and within the framework of that duty, ensuring that students are supervised and evaluated consistently with the requirements of undergraduate-level studies and the objectives of the programs within which their courses are given.
- d. Upon module request, assigning department members the responsibility of advising and evaluating students.
- e. Encouraging pedagogical development through information and facilitation activities for members of the teaching personnel (professors and sessional lecturers).
- f. Before the beginning of each session, and in collaboration with the module(s) concerned, ensuring the coordination of course syllabuses in relation to the programs within which the courses are given so as to bring them in line with others, particularly in the case of repeated courses, and plan the workload to be accomplished by the students during the session.

1.12 Program development

Any new program proposal must be developed and formulated in accordance with the *Guide d'élaboration d'un projet de programme au 1^{er} cycle*. The program proposal must be forwarded to the Vice-Principal (Academics and Research), along with the resolution by the module approving the program proposal and the resolution by the department approving the courses and the requirements

as regards teaching skills (EQE). The Vice-Principal (Academics and Research) may seek an opinion or support from experts outside the establishment prior to submitting the program proposal to the Academic Commission for approval.

1.13 Program evaluation

1.13.1 Evaluating study programs consists in analyzing their current status with regard to their respective objectives, results obtained, methods used and resources allocated, in order to measure their relevance and quality, taking into consideration the educational needs they are intended to meet.

1.13.2 Undergraduate programs are evaluated as stipulated in UQAT's policy on regular program evaluation (*Politique d'évaluation périodique des programmes*).

1.13.3 Program evaluation reports and summaries must be forwarded to the Vice-Principal (Academics and Research), in compliance with Université du Québec's General Regulation 2.

1.14 Course syllabus

There must be a syllabus prepared for every teaching activity and used in accordance with the UQAT's procedure on course syllabus preparation (*Procédure relative aux plans de cours*). Every syllabus must identify the elements of a course description or activity, and describe the teaching methods and evaluation process to be used.

2. ACADEMIC FRAMEWORK

2.1 Definition

The academic framework is defined as the set of principles and rules governing matters relating to admission, registration, academic evaluation and diploma issuance.

2.2 Modifications

Proposed modifications to UQAT's academic rules are submitted to the Vice-President (Academics and Research) of Université du Québec, who determines their compliance with Université du Québec's General Regulation 2 and other Université du Québec general regulations.

2.3 General rules and principles

2.3.1 Admission, prior learning recognition and registration are governed in accordance with the rules and procedures defined in this regulation. The latter is adopted by the Board of Directors upon recommendation of the UQAT Academic Commission.

2.3.2 Individuals who are denied admission but feel prejudiced by the decision of the UQAT authorities may appeal using the procedures defined in this regulation. Specific procedures also apply to students

who believe they have been prejudiced when denied prior learning recognition or denied issuance of their diploma.

2.4 Admission: General rules

Admission requests must be submitted using the appropriate form, along with all necessary supporting documents, and received at the Registrar prior to the application deadline.

UQAT may demand that admission file documents written in a language other than French or English be accompanied by a translation of the original document. This translation must be certified by the Embassy or Consulate of the applicant's country of origin or by an establishment recognized by UQAT.

The conclusion that a false document was submitted with the admission request entails the immediate cancellation of the admission or registration in the study program.

2.4.1 There are two stages to admission: the Registrar sends an admission offer to the successful candidates; the successful candidates reply that, knowing this, they will exercise their right to register.

2.4.2 To be admitted to an undergraduate program offered at UQAT, all candidates are required to meet the following program conditions.

a. Bachelors, certificates and other programs, when offered by a given establishment, during a given session, are accessible to the said establishment, during the said session, to any person meeting the admission requirements.

b. However, the Board of Directors, pursuant to an opinion of the Academic Commission, may restrict the number of admissions to certain undergraduate programs. Two reasons may justify the application of such restrictions: insufficient number of human and physical resources available at UQAT or academic environment; or the emerging or experimental nature of the program in question.

c. Every enrolment restricted program must provide for a minimum number of places set aside for various clienteles, provided that the program in question is accessible to them.

d. Any person whose application is turned down must be informed of the reasons for the decision taken in that regard.

e. Applications for admission in all programs by full-time and part-time students must be submitted as specified in the academic calendar drawn up each year.

As for the programs offered at a given establishment, during a given session, eligible candidates are admitted without condition to the establishment in question, for that session, if their admission file so justifies, or conditionally if their admission file so requires. In the reply letter to the candidate, the selection committee must explain the grounds for conditional admission, the condition(s) to be met, and the period within which such conditions must be fulfilled.

2.4.3 All admission conditions for a given program are established and modified in accordance with this regulation and are described in the official program concerned. Admission conditions are published on the UQAT website and in the UQAT program directory.

2.4.4 It is the Registrar's responsibility to pronounce admission to applicants on behalf of the establishment.

2.4.5 Dual admission

Generally, students are admitted into only one (1) program, but may exceptionally be admitted into two (2) programs simultaneously, provided that they meet the following conditions:

- They must not be under restriction because of a cumulative average grade inferior to 2.0.
- They must be admitted definitively into the first program.
- They must fill out the admission form, clearly specifying "dual admission" on the form, and forward it to the Registrar along with the necessary additional documents and the admission fee.
- For the purposes of the second program, they must meet all additional principles and rules of the academic framework.

A student already registered in a restricted admission program who wishes to be admitted simultaneously into a second restricted admission program may be admitted into the second program, but only after other eligible candidates have been. Dual admission only becomes official once validated by the Registrar.

2.4.6 Admission granted for a given session is only valid if followed by registration for that session. The admission is invalidated in the case where a student withdraws from all the courses in which he is registered during the first session, and does so within the period designated for changes to registration in the academic calendar.

2.4.7 Applicants to a program leading to an undergraduate degree are required to demonstrate that they have the required language skills to pursue undergraduate studies, in accordance with UQAT's policy on knowledge of the French language (*Politique institutionnelle sur la maîtrise du français*).

2.4.8 Approval of enrolment limitation and student selection rules

By mid-April of each year, the module directors submit, as required, a proposal for each program under their responsibility as regards program capacity (i.e., approximate number of students that can simultaneously be admitted into the program at a given academic center), and selection method(s) to be applied. Once they are approved, the rules are introduced from the start of the academic year beginning in June of the following year.

The methods are formulated in a resolution of the module council concerned, and forwarded to the Vice-Principal (Academics and Research).

The Vice-Principal (Academics and Research) studies the proposals on program capacity and student selection method(s), formulates recommendations, and forwards them to the Academic Commission for advice to the Board of Directors.

2.4.9 Guide for establishing student selection procedures

2.4.9.1 General considerations

The procedures for student selection used by selection committees take into account the various groups applying for admission when the program is available to them. These procedures only allow applications with similar admission status to compete with one another. Also, selection procedures must be communicated to the applicants concerned when applying for admission to an undergraduate program.

2.4.9.2 Module directors who are required to factor in school records and relevant work experience in the selection process must specify what elements of the academic records they prioritize and find particularly relevant (cumulative grade average, standard deviation, specific courses, etc.) or what they consider as pertinent experience or satisfactory knowledge in relation to the program concerned.

2.4.9.3 Module directors who are required to factor in specialized personal records (such as physical activity records, artistic production portfolios) in the selection process must clearly specify what information they need in order for the applicants to know how to build their application.

2.4.9.4 Module directors who are required to interview applicants as part of the selection process must ensure that the interviews are conducted by at least two (2) persons, including one UQAT professor. They must also make sure that the interview scenario and evaluation criteria used to weigh observations are clearly defined.

2.4.9.5 Module directors who are required to use a questionnaire as part of the selection process must clearly inform all the candidates about the value or weight attributed to each question or group of questions.

2.4.9.6 Specific procedures

For students admitted on the basis of age and relevant experience, selection tools used by the module concerned must factor in the following indicators of success:

- Academic knowledge, life and work experience;

The tools used must be listed in a resolution of the module council concerned and forwarded to the Vice-Principal (Academics and Research), who ensures that they are in line with the general policy and current practices of UQAT.

2.4.9.7 All other selection procedures must use standards of clarity and fairness that are comparable to those defined above.

2.4.10 Right of appeal in case of admission refusal

2.4.10.1 Individuals who apply for admission to an undergraduate program could receive a notice of admission refusal based on any of the following reasons:

- Limited program capacity
- Low academic results
- Unsatisfactory performance in exams, tests, interviews, or competitions
- Prerequisites not successfully completed
- Absence of valid admission status
- Incomplete application
- Admission conditions not met
- Insufficient knowledge, age requirement not met or irrelevant experience

2.4.10.2 Candidates who consider they have been unjustly denied admission may appeal that denial by submitting an appeal in writing to the Registrar within fifteen (15) working days of receiving the notice of admission refusal. In their request for appeal, they must clearly set out the reasons invoked and indicate whether they wish to be heard by the Appeal Committee.

2.4.10.3 Within fifteen (15) working days of receiving a request for appeal from a candidate, the Registrar, acting as the Secretary of the Appeal Committee, must convene the three (3) members of the Appeal Committee: the Vice-Principal (Academics and Research), who acts as the chairperson, or a person designated by him, and two (2) module directors (other than the module director concerned in the appeal). Candidates who so wish may be heard by the Appeal Committee; the Secretary must then notify the candidates concerned of the date on which the Appeal Committee will meet.

As soon as possible, the Registrar conveys the Appeal Committee's decision in writing to the candidates concerned. All decisions rendered by the Appeal Committee are final and without appeal.

2.5 Conditional admission

Applicants may be admitted conditionally in the following cases:

2.5.1 The applicants have not completed their college-level studies; in such a case, they are required to meet the following requirements:

- a. Before registering for the first time, they must have completed the required college-level courses in the normal manner;
- b. If only one course has to be completed, they must finish it by the end of two consecutive sessions (this excludes the summer session).

2.5.2 Their preparation is not deemed satisfactory; in such a case, they may be required to complete

upgrade courses, to a maximum of nine (9) credits, within prescribed deadlines. These upgrade courses show on the transcript of grades as extracurricular courses.

2.5.3 They hold a DEC attesting completion of a college program other than the one providing access to the desired undergraduate program; in such a case, they must meet the requirements set in this regard under the program in question.

2.5.4 In its response to the candidate, the selection committee must specify: the reasons for granting a conditional admission; the nature of the condition to be met; and the timeframe within which the condition is to be met.

Where conditions are not met within the prescribed timetable, the applicants may be subject to a penalty preventing them from continuing the program; in such a case, UQAT must notify the applicants concerned.

2.6 Registration status

2.6.1 Admission into a program and registration for one or more courses in the program confers the status of regular student.

2.6.2 Registration to one or more courses without admission into a program confers the status of non-program student. Non-program students must have completed the necessary educational prerequisites for undertaking undergraduate studies, as defined in this regulation (article 1.3 - *Educational prerequisites*). The applicants must undergo evaluation. Confirmation of credits for successfully completed courses is produced. The applicants must meet the educational prerequisites, if any.

When an applicant is admitted into a program, UQAT is under no obligation to recognize credits obtained as a non-program student.

2.6.3 Auditors are individuals who meet the requirements for non-program studies and are registered to one or more courses with the approval of the module concerned. Auditors are not evaluated and earn no credits. A transcript is delivered with an "N" by the establishment. Auditors must meet the admission conditions and educational prerequisites.

2.7 Admission procedures

2.7.1 Application for admission

In order to be admitted under any of the existing status, candidates must submit an application for admission, using official application forms, along with the required documents and the application fee within prescribed deadline. Only complete applications are accepted.

2.7.2 Absence from university

Students who have failed to participate in any of the academic activities under their program for twenty-four (24) consecutive months must complete a new admission application form. They must submit the form with the application fee within the deadline specified in the university calendar.

2.7.3 Change of program

Students who wish to change program must submit a new application for admission. This application is dealt with in the same manner as an application for admission into the new program and, therefore, must be submitted within the deadlines specified in the university calendar.

2.8 Recognition of prior learning

2.8.1 UQAT, through prior learning recognition, wishes to acknowledge the value of the education, knowledge and skills deemed relevant that candidates have acquired prior to initiating or pursuing a study program. Their education, knowledge and skills may have been acquired in a recognized university-level or college-level establishment, or another recognized establishment, or a non-school environment.

2.8.2 Applications for prior learning recognition must be submitted as soon as possible after being admitted to a program, but no later than fifteen (15) working days before the end of the first registration session. The applications are processed as specified in this regulation. The education thus acquired may be verified.

2.8.3 Recognition of prior learning may take any of the following forms:

a. Exemption - Consists in exempting applicants from the requirement of completing successfully a given course in a program; on the transcript of grades, the credits granted in connection with the exempted course appear with the letter **K**.

b. Substitution - Consists in entering, on the transcript of grades, the credits and results obtained by a student for a course replacing a course normally included in his program of studies.

c. Transfer - Consists in entering, on the transcript of grades corresponding to a given program, the results obtained for a course successfully passed in another completed program at the university establishment.

d. Integration - Consists in recognizing that knowledge and skills acquired through the conduct of various activities have allowed a given student to attain program objectives. UQAT integrates the prior learning corresponding to these objectives into the student's record. Integration helps identify the courses that must be successfully completed in order for the student to finish the program. The credits obtained by integration, because of their association with the objectives of the program in question, are not automatically transposed from one program to another.

2.8.4 Technical college-level studies may lead to exemptions or integration, as established in the regulation or procedures of the establishment. Pre-university college studies cannot lead to exemption

or integration unless in exceptional situations, which are dealt with in compliance with this regulation and other criteria defined by UQAT.

Applicants admitted on the grounds of appropriate prior learning, relevant experience and age might have their professional experience recognized, but only if they can establish that such experience adds to the experience required for admission.

2.8.5 No diploma may be obtained through recognition of prior learning.

2.8.6 In a degree program, recognition of prior learning may not be used as grounds for obtaining more than two-thirds of program credits. In certificate programs, students must register to at least one (1) activity in their program.

Where personalized certificate programs are concerned, recognition of prior learning may not be used as grounds for obtaining more than nine (9) credits; furthermore, experience obtained on the job market cannot lead to recognition of prior learning.

Credits for a course that have served to the granting of a diploma may not be accounted for in credits towards the award of a multidisciplinary certificate.

For micro-programs or short programs, a student can obtain, through recognition of prior learning, a maximum amount of credits:

- a) Short program of six (6) ou (8) credits: no credits recognized;
- b) Short program of nine (9) to (11) credits: a maximum of six (6) credits recognized;
- c) Short program of twelve (12) to fifteen (15) credits and more: a maximum of nine (9) credits recognized.

Activities completed with a result inferior to B- or the equivalent are not eligible for prior learning recognition.

Activities considered as being outdated or obsolete due to advancement of knowledge in a given discipline may not be eligible for prior learning recognition.

Under no circumstances may prior-learning recognition be granted for an activity successfully completed more than ten (10) years ago.

2.8.7 Application and granting procedure

2.8.7.1 Applications for recognition of prior learning must be completed in writing on the appropriate application form and submitted to the module concerned along with official relevant support documents (transcript of grades, description of courses, activities completed and experience acquired, etc.).

2.8.7.2 The module direction analyzes this request, duly completed and accompanied by the supporting documents, during the first admission session. It may consult any person likely to be of assistance in

that examination.

2.8.7.3 After the module director examines the application, and if the application is deemed pertinent, he completes and signs the appropriate form and forwards it to the Registrar.

2.8.7.4 Recognition and integration of prior learning can only be considered official once validated by the Registrar.

2.8.7.5 When applications for recognition of prior learning are denied, the module director conveys the decision to the student in writing, and explains the reasons for the decision.

2.8.7.6 The module director may suggest UQAT's procedure for the recognition of prior learning by means of a prior learning assessment examination (*Procédure relative à la validation des acquis au moyen d'un examen de reconnaissance des acquis*).

2.8.8 Appeal

2.8.8.1 Within twenty (20) working days of the date on which a notice denying the application for prior-learning recognition is sent, students who feel prejudiced by the decision may:

- Ask the module director to apply the UQAT's procedure for the recognition of prior learning by means of a prior learning assessment examination (*Procédure relative à la validation des acquis au moyen d'un examen de reconnaissance des acquis*);

OR

- Appeal the decision to the Registrar, in writing, providing detailed reasons for the appeal and indicating whether they wish to be heard by the Appeal Committee.

2.8.8.2 Following receipt of a request for appeal, the Registrar must call on a meeting of the Appeal Committee. Chaired by the Vice-Principal (Academics and Research) or his designated representative, the Appeal Committee is composed of the following: the directors of two (2) modules other than the module concerned, one (1) student designated by the General Student Association, and the Registrar, who also acts as the Secretary of the Appeal Committee.

2.8.8.3 Students appealing a decision may be heard at the meeting of the Appeal Committee if they have expressed the wish to do so. The Appeal Committee may also summon the module director concerned to appear.

2.8.8.4 As soon as possible, the Registrar conveys the decision of the Appeal Committee in writing to the students concerned. All the decisions rendered by the Appeal Committee are final and without appeal.

2.9 Registration: Definition and principles

2.9.1 Registration consists in selecting program courses and academic activities (from among those

provided in a given session) that correspond to the academic path of the students admitted to a program. Course choice takes the following into consideration: sequence of courses planned by the module, specific academic rules, course prerequisites, the pace at which registered students wish to complete their program, and the maximum permissible time for program completion.

2.9.2 Any person who wishes to take courses in a given session must register within the prescribed time period and complete all required admission formalities in compliance with UQAT regulations.

2.9.2.1 Registration – Regular students

After checking the status of every student as indicated in the official personal record (admission in good standing into the program, restrictions on the pursuit of studies, cumulative grade point average in the case of an application for an accelerated program application) and after ensuring that places in selected courses are available, the module director approves the student's choice of courses. Registration, changes to and cancellation of registration only become official once approved by the module director.

2.9.2.2 Registration – Non-program students and auditors

Registration of non-program students and auditors must be approved by the module director to which they are attached. Their registration is subject to the availability of places in the selected courses. Changes to and cancellation of registration only become official once validated by the module director.

2.9.3 Module and program directors may authorize registration in courses other than those offered within the program. The course in question is dealt with in the same manner as a substitute course, in accordance with the procedures on prior learning recognition that are specified in this regulation.

2.9.4 The full-time study program calls for registration in a minimum of twelve (12) credits per session. Registration in any less than twelve (12) credits corresponds to the part-time study program.

2.9.5 To complete a bachelor degree within the normal timeframe, students must register for a total of fifteen (15) credits (courses and activities) at every fall and winter session.

Students who wish to register for more than fifteen (15) credits per session must obtain express authorization from the module director concerned. The authorization must take into consideration the cumulative grade point average, the student's motivation, and the circumstances justifying the completion of an accelerated program without significantly reducing the student's chances of completing the program successfully.

2.9.6 The Academic Commission, on the advice of a given module, may restrict access to certain courses on the basis of academic and administrative factors. These restrictions are indicated in the course description and conditions.

2.9.7 Supervised courses

2.9.7.1 Supervised courses consist of directed readings and assignments towards achieving course objectives; instruction takes the form of one-on-one meetings with a supervisor.

2.9.7.2 Unless specified otherwise in the description of the pedagogical approach, supervised courses are always regarded as an exceptional measure. Students are required to register normally to scheduled courses. If a course is not scheduled, and if the course content allows it, supervision may be approved in the following cases:

- Students who have almost completed their program.
- Supervision makes it possible for the student concerned to complete the program during the current session, and the regular timetable would delay program completion by more than one session.
- Students who are registered in a program no longer offered.

After registering for courses in a given session, including requested supervised courses, the students must complete the course supervision request form and submit it to the module director.

2.10 Maximum program duration

2.10.1 The maximum duration of a (ninety) 90-credit bachelor degree program is twelve (12) sessions for full-time students and twenty-four (24) sessions for part-time students. The maximum duration of a 120-credit bachelor degree program is fifteen (15) sessions for full-time students, and thirty (30) sessions for part-time students. The maximum duration of a certificate degree program is five (5) sessions for full-time students and ten (10) sessions for part-time students. The maximum duration of a short program of six (6) to eighteen (18) credits is of eight (8) sessions. In exceptional cases, and after agreement with the module director concerned, these time limits may be extended, but by no more than one (1) year.

Maximum program duration is measured from the registration following the last admission into the program.

2.10.2 Non-compliance with the requirements for maximum program duration leads to exclusion from the program. The students concerned who wish to continue in the program must submit a new application for admission. The module director concerned sets the timeframe within which these students are required to complete the program.

2.11 Change in choice of courses and registration cancellation

Deadlines for making a change in a choice of courses or cancelling a registration with no mention of this in the student's file, but with reimbursement of tuition fees, if applicable, and deadlines for changing an auditor status are specified on the university calendar, adopted annually by the Board of Directors. The calendar is published by the Registrar's Office.

2.12 Evaluation of learning achievements: definition and principles

2.12.1 Evaluation of learning achievements is defined as an appreciation of the knowledge and skills acquired by the students during their academic path. The evaluation, through various methods, determines the extent to which the objectives of a program, course or academic activity have been met.

2.12.2 UQAT must confirm the achievement of course and program objectives. Consequently, the evaluation of learning achievements in a given course or academic activity is conducted by the individual or team conducting them; the evaluation of a student in a program is performed by the university body in charge of the program in question.

2.12.3 Evaluation is conducted on an ongoing basis, throughout the duration of the course, and takes into account all elements likely to reflect the level of knowledge and education the student has achieved. This explains why there is no repeat exam as part of the overall evaluation should a student fail a course.

2.13 Evaluation and pursuit of studies

2.13.1 Letter grading

Letter grading represents the measure of the level of learning attained in relation to course objectives:

A+, A, A-

B+, B, B-

C+, C, C-

D+, D

E *for* Failed

I *for* Incomplete

K *for* Exemption

L *for* Failed, retaken, passed

N *for* Not credited

R *for* Deferred

S *for* Requirement satisfied

V *for* Course taken and passed in a university outside Quebec, with authorization to pursue studies outside UQAT; not included in the cumulative grade point average

X *for* Authorized withdrawal

Letter grading may also reflect the administrative nature of the course:

H *for* Service course; not included in the cumulative grade point average

P *for* Upgrading course; not included in the cumulative grade point average

E grade

The mark of **E** given to a mandatory course means that the student must repeat the course.

The mark of **E** given to an elective course means that the course can be replaced by another elective course, with the authorization of the module director. The failed elective course becomes a service course.

The mark of **E** can also be given to a course that a student has dropped after the deadline for withdrawal without his record mentioning Failure, or to courses dropped without authorization.

The letter **I** means that the professor or sessional lecturer considers the situation in which a student finds himself makes meeting the knowledge acquisition requirements impossible within the time normally allocated. In such cases, the professor or sessional lecturer, using the appropriate form, indicates the additional time granted to the student concerned to meet the course requirements. The extra time must not exceed twenty (20) working days after the end date of the session in which the course is taken.

Once the additional time allocated to the student expires, and within the next twenty (20) working days, the professor or sessional lecturer must change the letter **I** for either an **A+**, **A**, **A**, a **B+**, **B**, **B**, **C+**, **C**, **C**, **D+**, **D** or an **E**. After the 20-working day deadline, the letter **I** is automatically converted to an **E**.

The letter **R** (Deferred) is regarded as result on the transcript of grades of every session during which a course is given; at the end of the last session, the letter **R** is replaced by the actual evaluation rating. The letter **R** may not be used for more than one (1) session, unless exceptional circumstances prevail; in such cases, the department director concerned may authorize an extension.

The letter **S** is not extensively used. At UQAT, it is used in three specific cases:

- Where required by the nature of a course or program: the course is identified as such in the directory, after approval by the Academic Commission.
- When a review committee deems appropriate to use it.
- When the Vice-Principal (Academics and Research) considers that the academic context justifies using the letter **S** in a given session.

The letter **N** applies to a course taken by auditor students (no credit granted).

The letter **V** applies to a course taken in a university outside Quebec, in a context of student mobility. The course is not included in the cumulative grade point average.

The letter **X** refers to a written notice of withdrawal from a course, prior to the course withdrawal deadline mentioned in the university calendar.

2.13.2 Cumulative grade point average

The cumulative grade point average (CGPA) provides regular students an indication of their performance, capacity and ability to continue their study program; the CGPA appears on the transcript of grades.

The cumulative grade point average is calculated at the end of each session on the basis of all grades obtained in program courses; it attaches a numerical value to letter grades, and factors in the number of credits allocated to each course. When a course is repeated, all the results obtained for the course in question appear on the transcript of grades, but only the highest grade is calculated in the cumulative grade point average.

Only the following letter grades have a numerical value: A+ (4.3), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), E (0). These values are included in the cumulative grade point average.

To calculate the CPGA of a student, the number of credits in each course is multiplied by the number of points obtained for that very same course (e.g., the numerical value of the letter grade); then the sum of the products thus obtained is divided by the total number of credits contributing to the average.

In all bachelor degree programs with a major, a minor or a specialization, a separate CPGA may be calculated for each program component. Modules who wish to apply this option may submit a request to the Academic Commission through a resolution of the module council, identifying the program(s) in question. The calculation rules are set out in the pedagogical rules specific to each program.

The CGPA, which varies between 0 and 4.3, is calculated to three (3) decimal places and appears on the transcript of grades, being rounded off to two (2) decimal places, to the nearest hundredth.

2.14 Advancement in program

2.14.1 Advancement in a given program depends on the results obtained in each course, and of restrictions that may be imposed on the student for the continuation of their studies.

2.14.2 Low cumulative grade point average

Full-time students who maintain a cumulative grade point average below 1.0 after twenty-four (24) or more credits having been evaluated are excluded indefinitely from their study program.

Part-time students who maintain a cumulative grade point average below 1.0 after eighteen (18) or more credits having been evaluated are excluded indefinitely from their study program.

2.14.2.1 Phase 1 – Probationary period

Students who maintain a cumulative grade point average below 2.0 after twelve (12) credits having been evaluated are immediately subject to a probationary period.

Students who become subject to a probationary period are given a maximum duration of two (2) regular

inscription sessions, excluding the summer session, to bring their CGPA up to 2.0 or above. During the probationary period, they are required to retake, in priority, all the courses where they obtained the marks of E, D, and D+.

Full-time students who become subject to a probationary period are not allowed to register for more than twelve (12) credits per session. Part-time students who become subject to a probationary period are not allowed to register for more than three (3) credits per session.

The restriction is lifted if the student concerned gets a cumulative grade point average of 2.0 and above at the end of the first probationary period. The student whose average subsequently lowers to 1.7-1.99 is entitled to a second probationary period.

The student whose cumulative grade point average lowers to 1.0-1.99 at the end of the second probationary period is suspended (phase 2).

2.14.2.2 Phase 2 - Suspension

Students whose cumulative grade point average remains below 2,0 at the end of the probationary period are suspended from their study program.

Students whose cumulative grade point average ranges between 1.70 and 1.99 are suspended from their study program for a period of eight (8) months (summer included where applicable).

Students whose cumulative grade point average lowers to 1.0-1.69 are suspended from their study program for a period of twelve (12) months (summer included).

In both cases, the module director invites the students concerned to reconsider their ability to successfully complete their study program.

Students who have been suspended may not register as a non-program student for courses that are part of the program from which they have been suspended.

2.14.2.3 Phase 3 - Probation

At the end of the suspension period, the students are given a maximum duration of two (2) regular inscription sessions, excluding the summer session, to bring their CGPA up to 2.0 or above. If they succeed, they are entitled to reintegrate their study program.

Full-time students whose cumulative grade point average remains below 1.0 after twenty-four (24) credits are excluded indefinitely from their study program.

Part-time students whose cumulative grade point average remains below 1.0 after eighteen (18) credits are excluded indefinitely from their study program.

Notwithstanding their special status, non-program students are imposed the restrictions set out in this regulation as if registered in a program. For the purposes of applying article 2.14 (Advancement in

Program) of this regulation, the role of the module director with non-program students is the same as he carries out with regular students.

2.14.2.4 Phase 4 - Exclusion

Students whose cumulative grade point average is still below 2.0 at the end of the probationary period are indefinitely excluded from their study program.

Students whose cumulative grade point average drops below 2.0 after a probationary period is indefinitely excluded from their study program.

2.14.2.5 Appeal

Students who feel prejudiced by the restrictions imposed on them may appeal the decision, in writing, to the Registrar. In the letter, they must set out the reasons for appealing and specify whether they wish to be heard by the Appeal Committee.

The Registrar, who acts as the Secretary of the Appeal Committee, convenes the three members of the Appeal Committee: the Vice-Principal (Academics and Research), who acts as the chairperson, or a person designated by him, and two (2) module directors other than the module director concerned. Application of the procedure is reviewed on the basis of the facts set out in the letter of appeal, after hearing or not the students concerned, in accordance with their wish.

The Registrar conveys the decision of the Appeal Committee to the student and the module director concerned. All decisions rendered by the Appeal Committee are final and without appeal.

2.14.3 Students who lack the language proficiency or specific abilities to meet the requirements of their program for their discipline or field of studies may be imposed restrictions in the pursuit of their studies. These restrictions may include exclusion from the program, depending on the procedures laid down by UQAT.

2.14.4 Failure

2.14.4.1 Failure of mandatory courses

Students who fail a mandatory course are required to repeat it.

Students who fail the same mandatory course twice may be authorized by the module director to register for the course a third time.

Students who fail the same mandatory course a third time and have a cumulative grade point average below 2.5 are automatically excluded from the program. If their cumulative grade point average is equal or superior to 2.5, they may exceptionally be granted authorization to repeat the same course a fourth time. Authorizations to repeat a mandatory course are provided in writing, communicated to the students concerned, and kept with the module concerned and the Registrar's Office on their personal file.

2.14.4.2 Repeat of successfully completed mandatory courses

A successfully completed mandatory course cannot be repeated more than twice.

2.14.4.3 Failure in practical training

When students fail a practical training and the module director deems it necessary, a special committee is set up to examine their situation.

The special committee is composed of the following:

- a. The director of the module concerned
- b. A resource in charge of practical training or a teaching resource of the program in question
- c. A representative of the practical training environment, appointed by the module council concerned.

The module director convenes a meeting of the special committee within a time limit not exceeding thirty (30) days from the date the module director communicates the training results to the student; the student may ask to be heard by the special committee, and may be accompanied by a member of the university community, but may not apply for a grade review.

The special committee takes all useful data into consideration; its decision — whether to allow the student to start over again the practical training or to exclude him from the program — must be reached by consensus. The special committee may establish any specific conditions, which the student must meet to repeat the practical training. All decisions rendered by the special committee are final and without appeal.

2.14.5 Restrictions on registration for practical training

When registering for a practicum training, project or activity, students must have the minimum cumulative grade point average required by the module concerned. This average is determined by the module council, and must not be below 2.0 or higher than 3.2.

Students unable to register for a practicum because of a low CGPA receive a letter inviting them to meet with the module director to discuss their academic results and find a supervision framework likely to improve their academic performance. These students are not entitled to register for a practicum or register online on the UQAT website.

This article applies as soon as the Vice-Principal (Academics and Research) is notified of the cumulative average set by the module council.

2.15 Submission of results and grade review

2.15.1 At each session, on a date mentioned on the university calendar, the students have access online to their cumulative transcript. Cumulative transcripts cover all the grades obtained since they

started their program. Students can get a copy of their transcript upon request to the Registrar's Office and payment of a fee set by UQAT.

2.15.2 Results forms are to be completed by the professor or sessional lecturer, approved by the department director, and forwarded to the Registrar's Office within ten (10) working days of the end of the session in question.

2.15.3 Grade review

2.15.3.1 Regulatory deadlines

Any changes to results on grade transcripts must be completed within forty (40) working days following the official entry of grade at the registrar's office.

A student may ask to have grades modified; his request must be submitted within ten (10) working days of the date on which a grade is communicated officially to them by the Registrar.

The professor or sessional lecturer may change evaluation results already submitted to the Registrar, but all changes must be made within forty (40) days following the official entry of grade at the registrar's office.

The Vice-Principal (Academics and Research) may require that evaluation results for a given course be reviewed. Requests for review must be submitted within twenty (20) working days of the date on which the grades are communicated to the Registrar.

2.15.3.2 Procedure to be followed by students to have a mark changed

Students who wish to have a grade changed are required to complete a grade review request form; once the form is forwarded to the Registrar's Office, it is processed as follows.

The form is forwarded to the department director concerned, who sends it to the professor or sessional lecturer concerned, who examines the request and provides an answer within the following seven (7) working days. The professor or instructor may maintain, lower or raise the grade in question.

If the department director is unable to get the opinion of the professor or sessional lecturer, the request must be referred to a review committee. The latter must examine the request and provide an answer within ten (10) working days following the receipt date of the request.

Students not satisfied with the grade change made by their professor or instructor are entitled to submit a request for grade review within five (5) working days following the date on which the Registrar communicates the changed grade. The department concerned is then required to set up a review committee to study the request for grade review and provide an answer within fifteen (15) working days after receiving the request.

The department must immediately communicate, in writing, the result of grade changes or reviews to the Registrar.

The Registrar must in turn notify officially the students concerned of the result of their request for grade change or review and notify the module concerned.

2.15.3.3 Principles governing grade review

The review committee is set up by the department concerned.

The review committee consists of two (2) members of the department board, who are designated by the department director, and one (1) person representing the Vice-Principal (Academics and Research).

The professor or sessional lecturer who gave the grade submitted for review is not entitled to sit on the review committee.

If the department director is the professor or sessional lecturer concerned, the responsibility of designating two (2) members of the department board falls to another member of the department, who is selected by the department board at the beginning of the academic year.

The review committee must hear both parties if they so request.

The review committee may maintain, lower or raise the grade under review; they may also give the student concerned a letter **S** grade.

In the case of appeals, all the decisions rendered by the review committee are final and without further appeal.

2.15.3.4 Procedure to be followed by professors to modify academic results

Within forty (40) days following the official entry of grade at the registrar's office, the tenured course professor and sessional lecturer may modify academic results that have been submitted to the Registrar's Office. To modify a grade, the professor or sessional lecturer concerned must complete the appropriate form and forward it to the department director.

After approving the modifications, the department director forwards them to the attention of the Registrar, who in turn informs the student and the module director concerned.

The only exception to this rule is when students are given the mark of **I**, which must be replaced with a final grade within twenty (20) working days following the official entry of grade at the registrar's office.

2.15.3.5 Procedure for grade review requested by the Vice-Principal (Academics and Research)

Up to twenty (20) working days from the date of submission of grades to the Registrar, the Vice-Principal (Academics and Research) may request that all the grades given in a specific course be reviewed. Such requests may only be made when the grades of all the students in the group or course show characteristics justifying the need for at least a clarification and adjustment, where applicable. These characteristics include the following:

- All the students in the course or group were given the same grade.
- The average of the grades attributed to all the students in the group or class is too distant to any probable or normal class average.
- Letter I, R or S grades were used systematically or without prior explanation.

This review procedure is conducted according to the following steps:

- After notice from the Registrar, the person designated for this purpose by the Vice-Principal (Academics and Research) must contact the department director and the professor or sessional lecturer concerned, and seek all the information on how grades were assigned to the students in the group or course, in particular the grading criteria and the reasons for giving the students those grades.
- The person designated by the Vice-Principal (Academics and Research), if he deems it appropriate, submits an application for review of the grades attributed to the students in the group or course to a review committee; this review committee is chaired by the Vice-Principal (Academics and Research) and includes the department director, the module directors concerned, and the Registrar, who acts as the Secretary.
- The review committee hears the person designated by the Vice-Principal (Academics and Research), a student representing the group or course in question, and the professor or sessional lecturer concerned, in that order.

The Registrar informs the interested parties of the review committee's decision. This decision is final and without appeal.

2.16 Permission to study outside the establishment

2.16.1 Definitions

Permission to study outside the establishment allows students (with the agreement of the establishment) to complete part of their study program in another university. Studies conducted outside the establishment must meet the requirements specified below.

Host establishment: Establishment in which a student registers for courses with the intention to transfer the course credits to his home establishment.

Home establishment: Establishment to which a student is admitted and registered with the intention to complete a degree or a certificate.

2.16.2 Permission to study outside the establishment calls for the approval of the Registrar and the module/program director concerned.

2.16.3 All courses taken pursuant to a permission to study outside the establishment must be equivalent to courses in the program to which the student is admitted; in the case of courses that are not identified in the program, they must be compatible with the academic program objectives.

2.16.4 Students who wish to seek permission to study outside the establishment, either within or outside Université du Québec network, must submit an application to the module director. If the module director deems the application to be admissible, he authorizes it as the person designated by the home establishment.

2.16.5 Students registered in a bachelor degree program whose application for permission to study outside the establishment has been approved may register for full-time studies, if circumstances demand it, in a host establishment.

If such permission is requested by students upon whom restrictions are imposed on the pursuit of their studies, the module may impose specific conditions and include them in the permission document. The module may also reject the application.

2.16.6 As a host institution, UQAT, acting through the module director or program coordinator, has the right to accept or reject the registration of students from another establishment in one of the courses it delivers.

2.17 Changing establishment within Université du Québec

2.17.1 Students who wish to transfer definitely from one constituent establishment of Université du Québec to another must submit a new application for admission in accordance with the conditions established by the establishment of their choice.

2.17.2 In the case of joint or extension programs, transfers without penalty from one establishment to another is feasible if within the capacity limits of the establishment concerned. There is no need to submit a new application for admission or pay admission fees, but requests for transfer must be submitted on the appropriate form. The student's transfer is accepted with the approval of the module director concerned in the host establishment.

Courses taken and grades given at the source establishment and the name of the establishment are mentioned on the transcript of grades issued by the host establishment and are used to calculate the student's cumulative grade point average.

2.18 Plagiarism and fraud – This section is now in a separate regulation (See Regulation 12)

2.19 Issuance of diplomas

2.19.1 Diplomas are issued upon recommendation of the Academic Commission and based on certifications produced by the Registrar.

2.19.2 Conditions for obtaining a diploma read as follows:

2.19.2.1 The student must have satisfied Université du Québec and UQAT regulations.

2.19.2.2 The student must have met the requirements of the program leading to the diploma sought, and have achieved a cumulative grade point average of no less than 2.0.

2.19.2.3 The student must have paid the fees for the last session and arrears due, if any.

2.19.2.4 The regular student must have completed at least one-third of the credits leading to a diploma within the same establishment, unless authorized to exercise the right to study outside the establishment or to apply the provisions of Université du Québec's General Regulation no. 2 pertaining to change of establishment.

2.19.2.5 Degree by accumulating certificates, minors or courses

Students who wish to complete an undergraduate degree by cumulation of multiple certificates or minors or a set of courses are required to meet the following conditions:

- a. The total value of the credits obtained by the cumulation of certificates, minors and series of courses must be no less than 90;
- b. For the purposes of calculating the total credit value, any credits associated with a course or obtained through recognition of prior learning and skills are only accounted for once;
- c. At least one component of the cumulation operation must come from or be completed at UQAT;
- d. Any certificate or minor used already to obtain a degree by cumulation cannot be used again to obtain a second degree by cumulation.

2.19.2.6

- a. Students may be awarded a bachelor degree under specific conditions, but all combinations of certificates and minors do not automatically lead to a bachelor's degree;
- b. Students are required to notify their module director of their intention to study towards a cumulative bachelor's degree before beginning a second certificate or minor. The module director (jointly with other module directors concerned) and the student establish a curriculum identifying the certificates

and minors involved, as well as the courses to be completed for the student to achieve ninety (90) credits. The courses selected must include at least one (1) integration or synthesis course (project, practicum, seminar or similar course) of a minimum of three (3) credits in the discipline of the cumulative degree.

- c. Out of the ninety (90) credits required, the student must have successfully completed at least sixty (60) credits in a same discipline field.
- d. The undergraduate degree awarded at the end of the cumulative program is one of the following four:
 - Bachelor of Arts – B.A.
 - Bachelor of Science – B.Sc.
 - Bachelor of Applied Science – BAppSc
 - Bachelor of Business Administration – B.B.A.
- e. A student who changes discipline and, after beginning the program, decides to work towards an undergraduate degree by cumulating certificates and minors without having followed the procedure explained in sub-paragraph (b) is required to meet with the module director concerned in order to select the courses needed to complete the ninety (90) credits required. The (sixty) 60-credit rule in sub-paragraph (c) applies in such cases.

2.19.3 Where the certificates or minors specified in the request for a cumulative degree have not been completed at the same establishment, the responsibility lies with the student to choose which establishment (from among those attended) has authority to award the degree, subject to internal regulations governing the arrangement of certificates and minors.

Where a major is completed in a different establishment, UQAT recommends that the undergraduate degree be awarded provided that it is one of the discipline listed in sub-paragraph 2.19.2.6.d of this regulation and the student has a minimum of thirty (30) credits to complete. These thirty (30) credits may be completed in the form of a minor, a certificate or a series of courses.

3. INTERPRETATION, ADOPTION, REVISION AND AMENDEMENTS

The interpretation, adoption and revision of this regulation, and any amendments thereto, are subject to articles 11 and 12 of UQAT's Regulation no. 1 on internal governance.

4. ENTRY INTO FORCE

This regulation enters into force on the first day of the 2012 winter session.