

## DAWSON COLLEGE

# ACADEMIC STANDING APPEALS PACKAGE

### ACADEMIC STANDING REQUIREMENTS – JANUARY 2022

#### Academic Standing:

- Students who have passed all of their courses and met the requirements of their program's Standing and Advancement Policy will be permitted to register unconditionally for the Winter 2022 semester.
- Students on academic probation who pass more than 50% of their courses, meet the conditions of their success contract and also meet the requirements of their program's Standing and Advancement Policy, shall be allowed to register unconditionally for the next semester or term.
- Students on academic probation who fail 50% or more of their courses in the semester or term shall be expelled from the college and shall be denied permission to register in any DEC or AEC program for one calendar year.
- Students expelled and denied permission to register in any DEC or AEC program must improve their academic record to return to studies in any DEC or AEC program. Students can improve their academic record by taking part-time courses through the Springboard to a DCS (DEC) program offered in Continuing Education.
- Students who are able to improve their academic record can apply for re-admission to their original program of studies or admission to a different program; however, acceptance is not automatic.

GUIDELINES FOR THE APPEALS PROCEDURE  
TO THE ACADEMIC STANDING APPEALS COMMITTEE

Notice of Expulsion

If you are expelled from the College as a result of your performance during the Fall 2021 semester, you will be notified by letter and e-mail of your expulsion in January.

Academic Standing Appeal: Steps to Follow

A student who is expelled (denied permission to register) has the right to appeal to the Academic Standing Appeals Committee. Before making the decision to appeal you should consider carefully the reasons for your poor performance. As well, you should consider alternatives to returning to school, some of which are outlined on pages 3 and 4. Should you wish to make an appeal, these are the steps to follow:

1. Complete the Request for Appeals Form and send it to [advancement@dawsoncollege.qc.ca](mailto:advancement@dawsoncollege.qc.ca) no later than the deadline date indicated on the form (**Monday, January 10, 2022 at 4:30 p.m.**).
2. If your failures are in part due to “circumstances beyond your control” and these circumstances can be documented, **relevant documents must be enclosed**. Examples of some relevant documents are:
  - Doctor’s letter attesting to illness - this kind of letter should indicate the dates and nature of the problem as well as the duration, and the degree of the illness or the problem, and the degree to which the problem interfered with your studies.
  - Letter from a professional (e.g. psychologist, social worker, counsellor) testifying to a serious family problem or an emotional or psychological difficulty - if you sought help on a continuing basis at the College in previous semesters, indicate whom you saw – e.g. an academic advisor, counsellor, AccessAbility professional, etc.
  - Death certificate or death notice in the case of the death of a close family member.
  - Please note that if you are eligible for an authorized absence, you must apply for one by following the instructions on our website <https://www.dawsoncollege.qc.ca/registrar/authorized-absence/> – the appeals process and the authorized absence process are two distinct things, and you must submit **both** to the respective committees if applicable.

Make sure that your request shows that you have given a lot of thought to the reasons for your past failures. You should also indicate what steps you plan to take to make the next semester a success **and the extent to which the circumstances that contributed to your poor performance have been resolved**.

Your letter will be read carefully and **the committee will decide based on your letter and any other relevant documentation**, whether to grant you permission to register, and under what conditions.

Requests for appeal may not be considered from:

- a student submitting a late request;
- a student submitting an incomplete request;
- a student who was previously re-admitted via appeal.

## Academic Standing Appeals Committee

All the information you provide in your letter is considered confidential. **The committee's task is to assess how likely you are to succeed in the next semester if you are permitted to register.**

## The Decision of the Appeals Committee

The committee has considerable discretion in making its decisions. **The committee's decision is FINAL.** It can uphold the decision to deny a student permission to register at the College. The committee may also insist on a program change or change a student's course load if re-admission is granted.

You will be sent a letter explaining the decision. The decision will be available on the Omnivox portal under My Intranet, Appeal Status, starting Thursday, January 13, 2022 at noon or as soon as it is made after this date.

## CONTINUING EDUCATION

If the Appeal Committee grants you permission to register in Continuing Education at Dawson, you will only be permitted to register as a student in Springboard to a DCS (DEC) on a PART-TIME basis.

## Options for the Student Denied Permission to Register

You cannot return to a day program at Dawson for the winter semester, but you have alternatives.

1. Take courses elsewhere next semester. If you plan to re-apply to Dawson after a year, you will be expected to have significantly upgraded your academic record before re-applying. English courses are strongly recommended. (Grades of 75% in four college courses would be an example of significant improvement.) Continued failures, even in high school or non-credit courses, will make it impossible for you to return to day studies at Dawson.

## ADULT EDUCATION

It is possible to take high school level courses at an adult education centre. You may wish to consider this in order to improve basic skills. English courses are strongly recommended. You may also want to make up courses in Math, Sciences or French.

## PRIVATE SCHOOLS

There are many private schools offering programs in computers, secretarial skills, etc. These are usually expensive and courses followed do not always count for CEGEP credits. Lists of schools may be found in the Yellow Pages or the Gazette Education Supplement. Choose carefully and make sure you are getting what you pay for.

## INTEREST COURSES

You may wish to take non-credit interest courses through Adult Education or a community centre. Taking these courses could help you decide what your interests are and help in planning future studies.

In addition to courses, you might also:

1. **Consider working.** A student often fails because he/she tries to work too many hours and study at the same time. Take the opportunity this year to work full time. Save enough money to study full time - without the need to work at the same time. Use work to get some experience; find out more about yourself and the rest of the world.

References from jobs might help in your re-admission. [The Student Employment Centre](#) can help you with job searching, resume writing and interview skills.

2. If you cannot find full-time employment, consider volunteer work. The worst thing you could do this year is to do nothing. Paying jobs can be difficult to find, but there is always a need for volunteers at hospitals, community organizations, etc. Volunteer work can give you an opportunity to gain experience that could lead to paid employment. It can also help you to explore possible career areas. Again, references and gained experience will help in re admission. For more information, phone the Volunteer Bureau of Montreal at (514) 842-3351.

If you decide to re-apply to Dawson, keep the following points in mind:

- If you signed a success contract in Fall 2021 (due to failures in the preceding semester) and have been expelled, you may re-apply for full-time studies after one year (i.e. Winter 2023 for which deadline to apply is November 1, 2022) provided you have upgraded your studies.
- You must include marks for all courses you have taken. You will be expected to demonstrate your ability to succeed at college level courses.
- You should choose your program of studies carefully - it would help to meet with an [academic advisor](#).
- Write a letter telling us what you have been doing and why you think you will be more successful this time.
- You should get letters of reference if you worked or served as a volunteer.

**REMEMBER: RE-ADMISSION IS NOT GUARANTEED. THE APPEAL COMMITTEE MUST BE CONVINCED THAT YOU WILL BE SUCCESSFUL SHOULD YOU RETURN TO SCHOOL.**