

## 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<sup>er</sup> cycle » adoptée le 4 octobre 2011 (308-S-CA-3230), incluant toutes les modifications subséquentes dûment adoptées par le conseil d'administration, est la version officielle. En cas de disparité entre la version française et la version anglaise, la version française prévaut.

## Table of contents

<b>1 UNDERGRADUATE PROGRAMS.....</b>	<b>2</b>
1.1 Definitions .....	2
1.2 Types of program .....	3
1.3 Educational prerequisites .....	7
1.4 Program description .....	8
1.5 Program structure and content.....	8
1.6 Administrative aspects.....	9
1.7 Program management.....	10
1.8 Program amendments .....	11
1.9 Nomenclature .....	12
1.10 Program management: Module.....	12
1.11 Program management: Department.....	14
1.12 Program development .....	14
1.13 Program evaluation .....	15
1.14 Course syllabus .....	15
<b>2 ACADEMIC FRAMEWORK .....</b>	<b>16</b>
2.1 Definition.....	16
2.2 Amendments .....	16
2.3 General rules and principles.....	16
2.4 Admission: General rules .....	16
2.5 Conditional admission .....	19
2.6 Registration status.....	20
2.7 Admission procedures.....	20
2.8 Recognition of prior learning.....	21
2.9 Registration: Definition and principles.....	23
2.10 Maximum program duration.....	25
2.11 Course registration changes and registration cancellation .....	25
2.12 Evaluation: Definition and principles .....	25
2.13 Evaluation and advancement .....	26
2.13.1 Letter grades .....	26
2.14 Advancement in program .....	28
2.15 Submission of grades and grade review .....	31
2.16 Permission to study outside the establishment institution.....	34
2.17 Changing institutions within the Université du Québec network.....	34
2.18 Issuance of diplomas.....	35
<b>3 INTERPRETATION, ADOPTION, REVISION, AND AMENDEMENTS TO THE REGULATION .....</b>	<b>36</b>
<b>4 ENTRY INTO FORCE .....</b>	<b>36</b>

# 1 UNDERGRADUATE PROGRAMS

## 1.1 Definitions

**Attestation of Studies** An act by which UQAT certifies that a student has completed a short program, a minor, a major, or one or several courses.

**Academic activities (other):** Academic requirements, whether associated with a given course or not, 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 earning a degree.

**Calendar (university):** For every term, the university calendar sets the deadline for admission and change in program, registration periods, deadline for course changes (change in group, course withdrawal with refund, and course additions), deadline for course withdrawal with no mention of failure indicated in the student record, course start dates, course end dates, vacation dates, term reading break, and dates for submission of final grades.

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

**Course:** A series of credited teaching and learning activities leading to achievement of specific academic objectives and contributing to the composition of one or more programs. Courses may take a variety of forms, including lectures, practical work, seminars, placement, 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 a student must complete to achieve the specific objectives of an activity or placement. One credit corresponds to forty-five (45) hours of academic instruction or learning, including evaluation and individual student work, planned and supervised, in accordance with various teaching methods tailored to course requirements.

**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.

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

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

**Field of study:** A coherent and structured body of knowledge drawn from a number of disciplines and consolidated in a specific subject.

**Profile:** A sequence of activities, determined on the basis of the educational path set by a given program, focussing mainly on the development of competences and skills in relation to the practice, intervention, or creation setting. A profile may be mentioned on the diploma.

**Program:** A curriculum in one or more disciplines and one or more fields, expressed as measurable learning objectives forming a coherent whole around an integrating principle; the courses and other academic activities composing the program provide an adequately-developed body of knowledge that covers all essential aspects of a given discipline, particularly its fundamentals and methodology. The curriculum satisfies the requirement for rigour 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 study. This type of program can meet the needs of a given workplace or intervention setting or be intended to meet professional or cultural development objectives. 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 totalling between 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 study of a bachelor program with a major.

#### Minor

The minor is a study program totalling 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 study of a bachelor program with a major.

#### Certificate

This study program focuses on one or several disciplines or is identified with 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 DCS-BAC; the bachelor degree with a major; the bachelor degree by completion of multiple certificates or minors, the general studies bachelor degree and the individualized bachelor degree.

#### **Bachelor degree with specialization**

The bachelor degree with specialization is defined as an education program with a minimum ninety (90) credits focussed on the study of a given discipline or field of study 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 said program.

A bachelor degree with specialization consists of credits intended to enrich education by exposing the student to bodies of knowledge and methodologies arising from other disciplines or fields of study. The terms and the minimum number of educational enrichment credits required to obtain a bachelor degree with specialization are set out in a policy adopted for that purpose 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 which are subject to the requirements of a recognized accreditation body.

#### **DCS-BAC**

The DCS-BAC (Diploma of College Studies - Bachelor degree) is defined as the development of training plans and educational paths of a college-level technical program of study or equivalent and a UQAT Bachelor degree. This type of program makes the transition from college-level technical training to university education easier, and is in line with the rules related to recognition of prior learning as defined in Section 2.8 of this Regulation.

There are three (3) separate categories of DCS-BAC: the integrated DCS-BAC, the harmonized DCS-BAC, and the bridging program. DCS-BAC programs are described on UQAT's website.

The integrated DCS-BAC is the result of close collaboration between college and university faculty teams. In-depth review of instructional methods and academic content makes the creation of specific educational paths possible, enabling new university students to have between twenty-four (24) and thirty (30) university credits recognized by integration.

A Memorandum of Understanding between the CEGEP and UQAT governs partnership arrangements and alignment of the training plans; access requirements and educational paths must be approved by the module council, and by the Academic Commission, which is also responsible for approving the Memorandum of Understanding.

The harmonized DCS-BAC is the recognition of acquired learning and skills granted following comparison of a college-level technical program of study's content, or its equivalent, with a Bachelor program on the basis of knowledge acquired in courses and overall, in the technical training. A harmonized DCS-BAC enables new university students to have between fifteen (15) and thirty (30) university credits recognized by integration. This prior learning is noted in the student's record once the Diploma of College Studies has been earned, according to the rules specified in Section 2.8 of this Regulation.

The harmonized DCS-BAC is designed around a specific technical DCS which is the basis for admission. The harmonized DCS-BAC training plan identifies knowledge acquired at the college level, and requirements for its recognition at the Bachelor level, as well as the courses required to obtain the diploma. The harmonized DCS-BAC may take the form of recognition of prior learning specified in the program's admission requirements addressed to graduates of a specific technical program, or be the subject of a Memorandum of Understanding with a college-level institution. Determination or amendment of a program's admission requirements concerning recognition of prior learning for the purpose of a harmonized DCS-BAC must be approved by the module council and the Academic Commission. When required, a Memorandum of Understanding between the CEGEP and UQAT governs arrangements for the management of the harmonized DCS-BAC. This agreement must be approved by the module council and by the Office of the Vice-Rector (Academics, Research, and Creation). It is then forwarded to the Academic Commission for information purposes.

Additionally, for the purpose of the harmonized DCS-BAC, the module director can refuse to accept a technical Diploma of College Studies earned more than a set number of years prior, as a basis for admission to the program. This restriction must be approved by the module council and by the Academic Commission.

The bridging program recognizes the equivalency of a course or a set of courses, completed for the purposes of a college-level diploma of technical studies, in the same field, or a field related to, the bachelor degree program at UQAT. The bridging program enables students to have three (3) to fourteen (14) credits recognized as university credits. This knowledge is shown on the individual student's student record, by way of integration or exemption in accordance with the rules specified in Section 2.8 of this Regulation, after said diploma has been earned at the college level.

Bridging programs are reviewed as required by the module, approved by the Registrar, and submitted for information purposes to the Academic Commission. A letter of intent may be drawn up by the CEGEP and UQAT in order to govern arrangements, access requirements, and educational paths.

Additionally, for the purposes of bridging programs, a module director may decide to not recognize courses from a technical Diploma of College Studies passed more than a set number of years prior. This restriction must be approved by the module council.

Exceptionally, a bridging program may allow for the recognition of prior learning acquired in a pre-university CEGEP program. This type of bridging program is designed around a specific pre-university DCS which is the basis for admission. This bridging program may lead to the recognition of a maximum of nine (9) university credits. This knowledge is shown on the individual student's student record, by way of integration or exemption in accordance with the rules specified in Section 2.8 of this Regulation. A Memorandum of Understanding between the CEGEP and UQAT governs partnership arrangements and specifies the courses which may be subject to recognition of prior learning. In particular, this memorandum, which specifies access requirements and educational paths, must be approved by the module council and by the Academic Commission.

### **Bachelor degree with a major**

The bachelor degree with a major is a university-level program that comprises two (2) components in disciplines, fields of study 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, based on the student's training plan, upon approval of the module director.

The combination of these two components must total ninety (90) separate credits associated with the content of different courses. A combination of two (2) 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, through each of its components, leads to the completion of an undergraduate diploma. It ensures that students develop and acquire knowledge, skills and abilities in one or many disciplines, or in one or many fields of study.

The content of every major is defined so as to meet previously identified needs. The resulting educational plan is expressed as measurable learning objectives organized into a coherent whole around an integrating principle. The same applies to the minor, but its content is defined in such a way as to allow in-depth study of a sub-discipline in the major, or exploration of 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 and a minor are determined based on the major. When completing a minor as part of a certificate, conditions for admission specific to the minor or certificate are determined.

More than one minor may be linked to a single major. An existing certificate may be considered as complementary to a major and, as such, may become the minor for that 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 in question. The module is responsible for demonstrating its academic and pedagogical justification or rationale, particularly with regard to educational objectives and complementarity with the major.

A minor for which the discipline or field of study differs from that covered by the major is formulated and approved by the teaching and research unit (module for the program; department for newly created 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 cumulative completion of multiple certificates or minors**

A bachelor degree by cumulative completion of certificates or minors is an educational program that includes three (3) certificates or minors in fields of study or disciplines identified by the institution. The bachelor degree by completion of multiple certificates or minors can also be composed of two (2) certificates or minors combined with a selection of courses passed in a personalized certificate or multidisciplinary certificate; these courses are selected on the basis of the student's training plan as approved by the module director.

The components are combined based on undergraduate program outcomes; they must total ninety (90) separate credits associated with the content of different courses. The rules governing the completion of multiple certificates or minors are defined in this Regulation, 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 studies bachelor program. The general bachelor degree is a ninety (90) credit multidisciplinary program, of which the content is determined by the institution within the limits defined below.

The general studies bachelor program aims to achieve undergraduate-level outcomes. 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, focusing primarily on disciplines associated with the social sciences and humanities, arts and letters.

General bachelor degrees include a common core of required courses designed to ensure the general character of the desired education; these required courses make up at least one-third of the total program credits.

Every student's training plan must be approved by their module director.

### **Individualized bachelor degree**

An individualized bachelor degree is a (ninety) 90-credit program that leads to the completion of an original and coherent training plan, in accordance with an educational path specific to the student. 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 programs or program combinations do not allow for the attainment of these needs, but for which it has the resources necessary to meet these needs. 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 education, to have their learning experiences recognized by a university degree.

The individualized bachelor degree does not lead to a professional title. Students who wish to complete an individualized bachelor program must submit a request for a change of program in order to obtain a diploma exit, submit a letter of discharge confirming their desire to quit their initial program, and request a transfer of completed credits. The applicant must also draft and submit, for approval by the director of the module in question, a training proposal outlining the general objective and key aims of the educational path they wish to pursue.

The program must include 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, individuals must hold an appropriate Diploma of College Studies (DCS) or its equivalent.

Holders of another DCS may be admitted provided they meet certain conditions specific to the program in question. These conditions may include completion of upgrading courses at the university or college level.

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

In the case of integrated DCS/BAC programs, students may be admitted while their college studies are in progress, as provided for in the Memorandum of Understanding between the college and UQAT.

**1.3.2** Individuals who hold neither a DCS, nor the equivalent, may also be admitted to an undergraduate program if they are at least twenty-one (21) years of age at the start of the first term for which they apply, and if they are sufficiently prepared. In such cases, admission requirements 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 the DCS must prove that they have sufficient proficiency in the French language.

**1.3.4** Additional requirements 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 requirement deemed relevant.

## **1.4 Program description**

**1.4.1** A program description contains the following information: the name of the program; academic objectives; admission requirements; list of constituent courses and other educational activities; description and sequence of courses and activities; specific student evaluation methods, where applicable; concentrations and profiles offered; compatible minors for bachelor degrees with a major; number of credits in the program; and specific academic 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 study, 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 listing and course calendar. This calendar is updated on a regular basis. The Office of the Academic Dean is responsible for ensuring that program descriptions in the program listing 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 specific academic regulations or typical program paths, and by determination of prerequisite courses.

**1.5.2** The number of credits allocated to each course is a whole number. Generally, courses are worth three (3) credits, and they begin and end in the same term. Exceptions are 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 term are counted as part of the term 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** A prerequisite is a course with content that must be acquired before the content of another course can be addressed;. Prerequisites are part of 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 requests 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 In relation to a given program, a course is:

- a. Required, if it must be completed successfully in the program;
- b. Optional, if offered on an elective basis in accordance with the rules of the program in question;
- c. Out-of-program, if the credits associated with the course are not counted as part of the program in question;
- d. Upgrading, if required for admission to help candidates acquire the knowledge needed to begin or pursue the program.

## 1.6 Administrative aspects

**1.6.1** All academic programs are programs of the Université du Québec, which specifically authorizes UQAT to deliver and administer its programs, and to produce the certification required for the issuance of 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 DCS-BAC programs, profiles and program amendments upon recommendation of module councils and academic exception review committees (set up under UQAT's Regulation 7 - *Règlement 7 – Organisation et dispositions générales en matières d'enseignement et de recherche*), or departmental councils, for aspects arising from their respective areas of jurisdiction. Once a decision is made, UQAT's Office of the Vice-Rector (Academics, Research, and Creation) notifies the Université du Québec network's Vice-President (Academics and Research). The changes made to the programs offered at UQAT are subject to a periodic report drafted by the Vice-Rector (Academics and Research). This report must be submitted to the Academic Council for adoption, and to the Board of Governors for ratification.

The Academic Council recommends to the Board of Governors the adoption of the new specialized bachelor programs once UQAT's Academic Commission has approved the draft.

The Board of Directors makes decisions regarding program closure and suspension of admissions to a program, upon the Academic Commission's recommendation. UQAT's Office of the Vice-Rector (Academics, Research and Creation) informs the Université du Québec network's Vice-President (Academics and Research) accordingly. A report on program closures and suspensions is periodically submitted to the Academic Council for adoption, and then ratified by the Board of Governors.

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

## 1.7 Program management

UQAT programs are managed as described in the following sections.

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

### 1.7.1 Network and joint programs

Program management may be assigned to more than one university-level institution. These institutions bear the responsibility for those programs in accordance with terms defined in a Memorandum of Understanding.

Network programs are to be managed only by the Université du Québec's constituent universities. These programs include a significant common core.

### 1.7.2 Extension programs

UQAT may work in partnership with one or more university institutions in Québec to deliver programs for which it is responsible. Terms of delivery for extension programs are defined in the Memorandum of Understanding. The institution in question retains responsibility for the program and submits recommendations as regards the issuance of diplomas.

### 1.7.3 Affiliate or collaborative programs

The management of affiliate or collaborative programs varies, depending on the Memorandum of Understanding. In particular, the memorandum provides for affiliate program arrangements related to academic administrative management as well as terms related to the use of resources. In some cases, academic management of the program is assumed by a single institution, while in other cases, such management falls to the Program Committee. Depending on the Memorandum of Understanding, administrative management of the program may be shared between the partner institutions, or assumed by a single institution. Admission and registration are carried out in either of the partner institutions, and students are included in the cohort of the institution in which they were admitted. Each institution recommends issuance of diplomas for its registered students. This type of program is situated, to some extent, between jointly offered programs, and programs offered by extension.

### 1.7.4 Delocalized programs

UQAT may combine with one or more partners to deliver programs for which it is responsible, outside Quebec, or within Quebec. Terms of program delocalization are defined in an Memorandum of Understanding. The institution in question retains responsibility for the program and submits recommendations as regards the issuance of diplomas.

### 1.7.5 Memorandum of Understanding

The delivery of collaborative, extension, combination, or delocalized programs is established by means of a Memorandum of Understanding.

The Memorandum of Understanding 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 Memorandum of Understanding 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 Memorandum of Understanding; the report is periodically submitted to the Academic Council for adoption, and is then ratified by the Board of Governors.

The Memorandum of Understanding provides details on the following elements:

- a. The sharing of responsibilities as regards program delivery management, program amendment 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, supervision, student mobility and evaluation, as well as reporting procedures regarding student enrolment figures to the various bodies involved;
- c. Institution(s) empowered to produce necessary certifications and recommend the issuance of diplomas.
- d. Procedures as regards pooling of human and material resources; procedures related to intellectual property and copyright, where applicable;
- e. Duration of, conditions for amendment, renewal and termination of the Memorandum of Understanding, and guarantees ensuring protection of the acquired rights of admitted and registered students at the termination of the Memorandum of Understanding;
- f. Terms of delivery for delocalized collaborative programs.

The university institutions are required to produce a statement confirming the financial viability of program delivery and attach it to the Memorandum of Understanding.

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

## 1.8 Program amendments

Any changes made to program descriptions constitute an amendment. UQAT's guide for the modification of programs of study (*Guide pour effectuer une modification de programme à l'UQAT*) describes various types of amendment and how they are handled. All program amendments must comply with this guide, in accordance with the terms and conditions defined below.

**1.8.1** All program amendments must be approved by resolution of the applicable module council. New courses, amended courses and changes to prerequisites must be approved by the departmental council in question. Proposed changes must be submitted to UQAT's Office of the Vice-Rector (Academics, Research, and Creation) for an opinion, who then submits 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 Office of the Academic Dean:

- required courses and optional courses that are swapped without causing any changes to the program structure or objectives included in the program;
- a minor reorganization of required or optional courses or activities with justification related to program objectives;
- a minor amendment of general program objectives or of the admission requirements;

- a minor amendment to specific academic regulations particular to the program;
- updates to course descriptions that do not affect fundamental course components;
- amendment of a prerequisite;
- creation of a course not affiliated with any particular program;
- a translation of a course and program without major amendments to the original.

This list is not exhaustive. It is the Office of the Academic Dean's responsibility to determine what constitutes a major and a minor program amendment and, consequently, the file's progress through UQAT's administrative bodies, and those of the Université du Québec. A minor amendment which the Office of the Academic Dean declines to approve may be referred to the Academic Commission.

Any requests for program adjustments must be submitted by the module, in writing, to the Office of the Academic Dean, 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 term.

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

## 1.9 Nomenclature

Nomenclature designates the list of names of academic programs offered by the Université du Québec, and the concentrations and profiles they include when these must appear on the diploma, the degree designations, and their corresponding abbreviations. The Vice-President (Academics and Research) updates the nomenclature and the general rules and procedures related to the format and wording of diplomas adopted periodically 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 *Règlement 7 – Organisation et dispositions générales en matière d'enseignement et de recherche* [Regulation No. 7 pertaining to the general organization and provisions of teaching and research activities] 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 involved, and individuals outside UQAT who provide links between the module and the applicable professional or social environment. Within the boundaries of its jurisdiction, the module is responsible for applying the Université du Québec and UQAT regulations, rules and policies. These provisions apply to undergraduate academic bodies set up pursuant to UQAT Regulation No. 7 – *Organisation et dispositions générales en matière d'enseignement et de recherche*.

### 1.10.2 Main responsibilities of modules – Programs

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

- Ensuring smooth operation of programs under their responsibility, and ensuring good relations with the institution as a whole, in particular with departments and other modules;
- Compiling and updating complete files for the programs under their responsibility, including evaluation reports and program amendments;

- c. Designing and drafting proposals for new programs or amendments to existing programs under their responsibility, and submitting them to the applicable bodies for approval, as specified in the policies, rules and regulations of the Université du Québec and UQAT;
- d. Ensuring that the programs for which they are responsible are evaluated in accordance with the policies, rules, and regulations of Université du Québec and UQAT;
- e. Organizing course introductory and review activities specified in the program;
- f. Where programs require advanced knowledge of the French language or specific knowledge due to the discipline or field of study, defining expectations in terms of specific skills and language abilities expected at program conclusion, identifying means used to evaluate those skills, and defining the measures intended to contribute to their further development;
- g. Providing a link between the professional and social communities affected by program objectives;
- h. In cooperation with the departments in question, 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 educational outcomes or the competencies expected with the completion of an undergraduate university degree<sup>1</sup>, and teaching methods specific to encouraging achievement of 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 are as follows:

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

**1.10.4** A module council is created for each module. Module councils are composed of members of the teaching staff, including the individual module director, individual students and individuals from outside the institution, selected by the module council. The representation of these groups must be consistent with the rules regarding council composition, which are set out in UQAT's procedure regarding 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-Rector (Academics, Creation, and Research), or an individual appointed by them, may participate in module council meetings, and has speaking rights, but no voting rights.

The module director carries out the main responsibilities of the module.

<sup>1</sup> Bureau de la coopération interuniversitaire (2019). *Les compétences attendues à la fin d'un grade universitaire de premier cycle*. [https://www.bci-qc.ca/wp-content/uploads/2019/04/Competences-attendues-fin-grade-univ-1er-cycle-5\\_avril\\_2019-2.pdf](https://www.bci-qc.ca/wp-content/uploads/2019/04/Competences-attendues-fin-grade-univ-1er-cycle-5_avril_2019-2.pdf)

**1.10.5** By way 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, abolishment, merging, and splitting.

### 1.11 Program management: Department

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

- a. Cooperating with modules in program and course design and in the evaluation of programs and teaching;
- b. Jointly with modules, defining teaching methods that foster achievement of program objectives and undergraduate educational outcomes, or the competencies expected with the completion of an undergraduate university degree;
- c. Providing the teaching required by the programs; and as part of that duty, ensuring that students are supervised and evaluated in a manner consistent with the requirements of undergraduate-level educational outcomes or the competencies expected with the completion of an undergraduate university degree and the objectives of the programs within which courses are given;
- d. Upon module request, assigning department members the responsibility of advising and evaluating students;
- e. Encouraging instructional development through information and facilitation activities for members of the teaching staff (professors and sessional lecturers);
- f. Before the beginning of each term, and in collaboration with the module(s) involved, ensuring the coordination of course syllabuses in relation to the programs in which those courses are found, so as to standardize them, particularly in the case of repeated courses, and to plan the workload required of students during the term.

### 1.12 Program development

All requests for program development are initiated by submission to the Office of the Vice-Rector (Academics, Research, and Creation) of a proposal for a new program together with a favourable opinion from the departmental assembly.

Once approval is granted by the Office of the Vice-Rector (Academics, Research, and Creation), all new programs are developed in accordance with the provisions of the *Guide de référence pour le développement d'un programme: création, extension, délocalisation ou autonomisation de l'UQAT* [UQAT Program Development Reference Guide: Creation, Extension, Delocalization or Autonomization]. Any new program proposal must be drafted in accordance with the *Guide d'élaboration d'un projet de programme au 1<sup>er</sup> cycle* [Program Proposal Drafting Guide]. The program proposal must be forwarded to the Vice-Rector (Academics, Research, and Creation), along with the module resolution approving the program proposal and the departmental resolution approving the courses and the requirements with respect to instructor certification requirements (EQE). The Vice-Rector (Academics, Research, and Creation) may seek an opinion or support from experts outside the institution prior to submitting the program proposal to the Academic Commission for approval.

### 1.13 Program evaluation

**1.13.1** Evaluation of programs of study consists of analyzing their current status in terms of their intended objectives, results obtained, methods used, and resources allocated, to measure their relevance and quality with respect to the educational needs they are intended to meet.

**1.13.2** Undergraduate programs are evaluated as stipulated in UQAT's Politique institutionnelle d'évaluation périodique des programmes [Policy on periodic program evaluation].

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

### 1.14 Course syllabus

For every teaching activity, a course syllabus must be prepared and used in accordance with UQAT's *Procédure relative aux plans de cours* [procedure for course syllabuses]. Every syllabus must include a course or activity description; it must also summarize the teaching methods and evaluation processes to be used.

## 2 ACADEMIC FRAMEWORK

### 2.1 Definition

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

### 2.2 Amendments

Proposed amendments to UQAT's academic regulations are submitted to the Université du Québec's Vice-President (Academics and Research), 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, recognition of prior learning, and registration are governed in accordance with the rules and procedures defined in this regulation. This regulation is adopted by the Board of Directors upon recommendation of the UQAT Academic Commission.

**2.3.2** Individuals who are denied admission and feel aggrieved by the decision made by UQAT authorities may appeal it, in accordance with the procedures defined in this regulation; this is also the case for students who feel aggrieved when denied recognition of prior learning or denied issuance of their diploma, in which cases specific procedures also apply.

### 2.4 Admission: General rules

Applications for admission must be submitted using the appropriate form, along with all necessary supporting documents, and received by the Registrar prior to the application deadline.

UQAT may require that any documents written in a language other than French or English and related to the application for admission 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 finding that a false document was submitted with the application for admission entails the immediate cancellation of admission to or registration in the program of study.

**2.4.1** There are two stages to admission: the Registrar sends an offer of admission to the applicants selected for admission; these individuals reply to the offer, and subsequently exercise their right to register.

**2.4.2** To be admitted to an undergraduate program offered at UQAT, all candidates are required to satisfy program admission requirements.

- a. Bachelors, certificates and other programs, when offered at a given centre in a given term, are accessible at that centre during that term, to any person who meets the admission requirements.
- b. However, the Board of Directors, on the advice of the Academic Commission, may establish enrolment limits for some undergraduate programs. Two reasons may justify the application of such limits: insufficient number of human and physical resources available at UQAT or in the academic community; or the emerging or experimental nature of the program in question.
- c. Every limited-enrolment 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.

For programs offered at a given centre during a given term, eligible candidates are granted definitive admission to that centre, for that term if their application for admission warrants it, or conditional admission if their application for admission requires it. 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 requirements for a given program are established and modified in accordance with this regulation and are described in the official program file. Admission requirements are published on the UQAT website and in the UQAT program listing.

**2.4.4** It is the Registrar's responsibility, on behalf of the institution, to make decisions regarding student admissions.

#### **2.4.5 Dual admission**

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

- They must not be subject to restrictions owing to a grade point average lower than 2.0;
- They must have received definitive admission into the first program;
- They must fill out the application for 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 satisfy all additional academic framework principles and rules.

A student already registered in a limited-enrolment program who wishes to be admitted simultaneously into a second limited-enrolment program may only be admitted into the second program after other eligible candidates have been admitted. Dual admission only becomes official once confirmed by the Office of the Registrar.

**2.4.6** Admission granted for a given term is only valid if followed by registration for that same term. The admission is invalidated in cases where a student withdraws from all the courses in which they are registered during the first term of registration, 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 *Politique institutionnelle sur la maîtrise du français* [institutional policy on French language proficiency].

#### **2.4.8 Approval of limited-enrolment programs and student selection rules**

By mid-April of each year, module directors submit, as required, a proposal for each program under their purview: limited-enrolment program rules (i.e., the maximum number of students that can simultaneously be admitted into the program at a given UQAT centre or campus), and selection method(s) to be applied. Once approved, the rules come into effect from the start of the academic year beginning in June of the following year.

The terms are set out in a module council resolution and subsequently forwarded to the Office of the Vice-Rector (Academics, Research and Creation).

The Office of the Vice-Rector (Academics, Research and Creation) reviews the proposals for limited-enrolment program rules and candidate selection method(s). Its recommendations are forwarded to the Academic Commission for the opinion of the Board of Directors, which approves the limited-enrolment program rules.

## **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 population groups applying for admission when the program is accessible to them. Under these procedures, only candidates with the same admission status are placed in competition with one another. In addition, selection procedures must be communicated to the applicants in question when applying for admission to an undergraduate program.

**2.4.9.2** Module directors who are required to factor academic records and relevant work experience into the selection process must specify which parts of the academic records they focus on and consider particularly relevant (grade point average, standard deviation, specific courses, etc.) or what they consider to be relevant experience or satisfactory knowledge in relation to the program.

**2.4.9.3** Module directors who are required to factor specialized personal records (such as physical activity records, artistic production portfolios) into the selection process must clearly specify which information they need from the candidate, so that they know how to put their application together.

**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 at least one UQAT faculty member. They must also make sure that the interview outline and evaluation criteria used to weight observations are clearly described.

**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 must factor in the following indicators of success:

- Academic knowledge, life and work experience;
- The instruments must be set out in a module council resolution and subsequently forwarded to the Office of the Vice-Rector (Academics, Research, and Creation), who ensures that they are in line with the general policy and current practices at 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 when admission is denied

**2.4.10.1** Individuals who apply for admission to a Cycle One [undergraduate program] may receive a notice advising them that their admission has been turned down, for on any of the following reasons:

- Limited program capacity;
- Grades that are too low;
- Unsatisfactory performance in exams, tests, interviews, or competitions;
- Prerequisites not successfully completed;
- No valid admission status;
- Incomplete application for admission;
- Admission requirements not met;
- Insufficient knowledge, age requirement not met, or experience not relevant.

**2.4.10.2** Candidates whose application has been denied may appeal that denial by submitting an appeal in writing to the Office of the Registrar within fifteen (15) working days of receiving the notice denying them admission. They must explain the reasons that support appeal in their request 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 Secretary of the Appeal Committee, must convene the three (3) members of the Appeal Committee: the Vice-Rector (Academics, Research, and Creation) or a person designated by them, who acts as the chairperson, and two (2) module directors (other than the module director involved with the appeal). Candidates may, if they wish, be heard by the Appeal Committee; when required, the Secretary will notify the candidate of the date on which the Appeal Committee will meet. As needed, the Appeal Committee may also summon the director of the module in question to appear.

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

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

## 2.5 Conditional admission

Applicants may be conditionally admitted in the following cases:

**2.5.1** The applicant has not completed their college-level education; in such a case, they are required to comply with the following requirements:

- a. Before registering for the first time, they must have completed the required college-level courses in the normal manner; or
- b. have only one course that remains to be completed, according to requirements defined by the module, and complete that course within two (2) consecutive terms, not including the summer term.

**2.5.2** The applicant's preparation is not deemed satisfactory; in such a case, they may be required to complete upgrading courses, to a maximum of nine (9) credits, within prescribed deadlines. These upgrading courses appear on the transcript of grades as out-of-program courses.

**2.5.3** The applicant holds a DCS attesting to completion of a college program other than the one providing access to the desired program; in such a case, they must comply with the requirements set in this regard for the program in question.

**2.5.4** In its response to the candidate, the selection committee must specify: the reasons for granting 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 by the prescribed deadline, the applicant in question may be subject to a penalty preventing them from continuing the program; in such a case, UQAT must notify the applicant of this.

## **2.6 Registration status**

**2.6.1** Admission into a program followed by registration for one or more courses in the program confers the status of regular student upon the applicant.

**2.6.2** Registration in one or more courses without admission into a program confers the status of independent student upon the applicant. Independent students must have completed the necessary educational prerequisites for undertaking undergraduate studies, as defined in this Regulation (Section 1.3 - Educational prerequisites). Unlike auditors, independent students are subject to evaluation during the course. Confirmation of credits for successfully-completed courses is produced. Applicants must satisfy the educational prerequisites, if any.

When an applicant is admitted into a program, UQAT is under no obligation to recognize credits earned as an independent student.

**2.6.3** Auditors are individuals who meet the requirements for independent studies and are registered in one or more courses with the module's approval. Auditors are not evaluated during courses and earn no credits. Auditors are issued a transcript by the institution with an "N" indicated. Auditors must satisfy the admission requirements and course prerequisites.

## **2.7 Admission procedures**

### **2.7.1 Application for admission**

In order to be admitted under any of the existing registration statuses, candidates must submit an application for admission, using the official application form, along with the required documents and the application fee, by the prescribed deadline. Only completed applications are accepted.

### **2.7.2 Absence from university**

Students who have not registered in any courses or academic activities in their program for twenty-four (24) consecutive months must complete a new application for admission form. They must submit the form with the application fee by the deadline specified in the university calendar.

### **2.7.3 Change of program**

Students who wish to change programs must submit a new application for admission. This application is handled as an application for admission into the new program and, therefore, must be submitted by the deadlines specified in the university calendar.

## 2.8 Recognition of prior learning

**2.8.1** Through recognition of prior learning, UQAT acknowledges the value of the education, knowledge, and skills that candidates have acquired and which correspond to one or more program objectives, or to one more courses in the program of study. This education, knowledge, and skill may have been acquired in a recognized university-level or college-level institution, or another recognized institution, or a non-school environment.

**2.8.2** Applications for recognition of prior learning must be submitted as soon as possible after being admitted to a program, preferably prior to the end of the first term of registration. The applications are processed as specified in this Regulation. The education thus acquired may be verified as part of the process.

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

- a. Exemption - Consists of exempting applicants from the requirement of successfully completing 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** indicated.
- b. Substitution - Consists of entering, on the student's transcript of grades, the credits and marks obtained by a student in a course different from one normally included in their program of study.
- c. Transfer - For a given program, consists of entering, on the transcript of grades, marks obtained for an already-passed course as part of a completed program at the university institution.
- d. Integration - Consists of recognizing that knowledge and skills acquired through the completion of various activities have allowed a given student to achieve 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 institution's Regulation or procedures. Pre-university college studies cannot lead to exemption or integration other than in exceptional situations, handled in accordance with this Regulation and other criteria defined by UQAT.

In exceptional cases, under an agreement entered into with a pre-university college program, exemptions or integrations of up to a maximum of nine (9) credits, may be approved by the module director, as defined in the Memorandum of Understanding.

**2.8.5** Applicants admitted on the basis of appropriate prior learning, relevant experience and age may have their professional experience recognized, if they are able to establish that such experience is supplementary to the experience required for admission.

**2.8.6** No diploma may be earned through recognition of prior learning.

**2.8.7** In a degree program, recognition of prior learning may not be used as grounds for earning more than two-thirds of program credits. In certificate programs, students must register in 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 in the job market cannot lead to recognition of prior learning.

Credits for a course that has served towards the granting of a diploma may not be counted as credits towards the completion of a multidisciplinary certificate.

In the case of micro-programs or short programs, a student may obtain, through recognition of prior learning, a maximum amount of credits towards a:

- a. Short program of six (6) to (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 or more: a maximum of nine (9) credits recognized.

An application for recognition of prior learning may be denied, if it is supported by grades deemed to be too low.

Due to advancement of knowledge in a given discipline, knowledge acquired in an outdated course may not be recognized if it is not backed up by practice or recent work experience in the field.

A demonstration backed by the relevance and knowledge acquired by this practice will be required.

Some programs may have more demanding requirements for recognition of prior learning. These requirements must be incorporated into the program's academic regulations. These may:

- exclude some courses from recognition of prior learning;
- define the specific conditions for recognition of prior learning; for example, a minimum grade earned, for recognition of a course;
- limit the number of credits that may be used for recognition of prior learning;
- require that a course be taken within a specified timeframe.

Courses taken in another university institution subsequent to program admission shall not be recognized, unless an authorization to study outside of the institution is obtained, in accordance with the provisions of this Regulation.

## **2.8.8 Application and granting procedure**

**2.8.8.1** Applications for recognition of prior learning must be completed in writing on the appropriate application form and submitted to the Office of the Registrar along with official relevant supporting documents (transcript of grades, course descriptions, activities completed and experience acquired by the student, etc.).

Official recognition of prior learning, and the exemption of one or more courses will follow admission to and registration in the program.

**2.8.8.2** The module director reviews the application, duly-completed and accompanied by the supporting documents, during the first term of registration. As needed, the director may consult any individual likely to assist in that review.

**2.8.8.3** When the module director has finished reviewing the application, they complete and sign the appropriate form, and forward it to the Office of the Registrar. In cases where an application is turned down, the module director must indicate the reasons for the decision.

**2.8.8.4** Recognition and integration of prior learning are only be considered official once confirmed by the Registrar.

**2.8.8.5** When applications for recognition of prior learning are turned down, the Office of the Registrar conveys the decision to the student in writing, and explains the reasons for the decision.

**2.8.8.6** The module director may suggest recourse to 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*).

## **2.8.9 Appeal**

**2.8.9.1** Within twenty (20) working days of the date on which a notice turning down the application for recognition of prior learning is sent, students who feel aggrieved by the decision may:

- ask the module director to apply 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.

**2.8.9.2** Following receipt of a request for appeal, and if the request is deemed valid, the Registrar must convene the Appeal Committee, which consists of the following individuals: the Academic Dean or a person designated by them, who acts as the chairperson, and two (2) module directors (excluding the module director involved with the appeal), one (1) student designated by the General Student Association, and the Registrar, who also acts as the Appeal Committee's Secretary.

**2.8.9.3** Students appealing a decision may be heard at the meeting of the Appeal Committee if they have expressed the wish to do so. As needed, the Appeal Committee may also summon the director of the module in question to appear.

**2.8.9.4** As soon as possible, the Registrar conveys the decision of the Appeal Committee in writing to the student in question. All the decisions rendered by the Appeal Committee are final and without recourse to appeal.

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

## **2.9 Registration: Definition and principles**

**2.9.1** Registration consists of selecting program courses and academic activities (from among those offered during a given term) that correspond to the educational paths of the students admitted to that program. Course selection takes the following into consideration: sequence of courses (program path) planned by the module, specific academic regulations, course prerequisites, the pace at which registered students wish to complete their program, and maximum authorized program duration.

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

### **2.9.2.1 Registration – Regular students**

After checking the status of every student as indicated in the latter's official student record (admission in good standing to the program, restrictions regarding continuation of studies, cumulative grade point average in the case of an application for an accelerated program) and after ensuring that space is available in selected courses, the module director approves the student's course selection. Registration, changes to and cancellation of registration only become official once approved by the module director.

### **2.9.2.2 Registration – Independent students and auditors**

Registration of independent students and auditors must be approved by the home institution's module director. Their registration is subject to the availability of space in the courses selected. Changes to and cancellation of registration only become official once approved 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 handled as a course substitution, in accordance with the procedures for recognition of prior learning specified in this Regulation.

**2.9.4** Full-time student status calls for registration in a minimum of twelve (12) credits per term. Registration in any less than twelve (12) credits corresponds to part-time student status.

**2.9.5** To complete a bachelor degree within the usual timeframe, students must register in a total of fifteen (15) credits (courses and activities) during every Fall and Winter term.

Students who wish to register for more than fifteen (15) credits per term must obtain express authorization from their module director. 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 requirements.

### **2.9.7 Supervised courses**

**2.9.7.1** Supervised courses consist of directed readings and assignments counting towards the achievement of 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 teaching method, supervised courses are always regarded as exceptional measures. Students are required to register normally in scheduled courses. If a course is not scheduled, and if course content allows it, supervision may be approved in the following cases:

- for students who have almost completed their program;
- where supervision makes it possible for the student in question to complete the program during the current term, and the regular timetable would delay program completion by more than one term;
- for students who are registered in a program that is no longer offered.

After registering for courses, including requested supervised courses, in a given term, the student must complete the Request for Course Supervision 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) terms for full-time students and twenty-four (24) terms for part-time students. The maximum duration of a 120-credit bachelor degree program is fifteen (15) terms for full-time students, and thirty (30) terms for part-time students. The maximum duration of a certificate degree program is five (5) terms for full-time students and ten (10) terms for part-time students. The maximum duration of a short program of six (6) to eighteen (18) credits is six (6) terms. In exceptional cases, and after agreement with the module director, these time limits may be extended, but by no more than one (1) year.

Maximum program duration is measured from the registration following a prior admission into the program, excluding the summer term.

**2.10.2** Non-compliance with the requirements for maximum program duration leads to expulsion from the program. The student expelled in this way who wishes to continue in their program must submit a new application for admission. The module director sets the timeframe within which these students are required to complete the program.

## **2.11 Course registration changes and registration cancellation**

Deadlines for course registration changes or cancelling registration with no mention of this on the student's record, but with reimbursement of tuition fees, if applicable, and deadlines for changes in auditor status are specified in the university calendar adopted annually by the Board of Directors. The calendar is published by the Office of the Registrar.

## **2.12 Evaluation: Definition and principles**

**2.12.1** Evaluation of learning outcomes is defined as the assessment, by various means, of the knowledge and skills acquired by the student over the course of their education. The goal of this evaluation is to determine the extent to which the objectives of a program, course, or academic activity have been achieved.

**2.12.2** UQAT must confirm that course and program objectives have been achieved. Consequently, the evaluation of learning outcomes in a given course or academic activity is carried out by the individual or team teaching 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 for the duration of the course, and takes into account any elements likely to reflect the level of knowledge and education the student has achieved. For this reason, should a student fail a course, there is no repeat exam set, as part of the overall evaluation process.

## 2.13 Evaluation and advancement

### 2.13.1 Letter grades

- Letter grades are an evaluation of the level of learning achieved 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, repeated, subsequently passed

N for Not credited

R for Deferred

S for Requirement satisfied

*V for Course taken and passed in a university outside Quebec under an Memorandum of Understanding. Credits are granted, but the result is not included in the cumulative grade point average.*

X for Authorized withdrawal

- Letter grading may also reflect the course type:

H for Out-of-program course; the result is not included in the cumulative grade point average;

P for Upgrading course; the result is not included in the cumulative grade point average.

### E grade

A grade of **E** assigned for a required course means that the student must repeat the course.

An **E** grade assigned for an optional course means that the course may be replaced by another optional course, with the module director's authorization. The first failed course becomes an out-of-program course.

A grade of **E** can also be assigned for a course that a student has dropped after the deadline for withdrawal with no mention of failure, or for courses dropped without authorization.

### The letter I

The letter **I** means that the individual teaching a course considers the situation in which a student finds themselves does not enable them to satisfy the requirements for assessment of learning within the time usually allocated, in a given course. In such cases, the individual teaching a course, using the appropriate form, indicates the additional time granted to the student in question to satisfy the course requirements. The additional time must not exceed twenty (20) working days following the date of the end of the term in which the course is taken.

Once the additional time allocated to the student expires, and within the twenty (20) working days that follow, the individual teaching a course must change the **I** letter grade to either an A+, A, A-, a B+, B, B-, C+, C, C-, D+, D or an E. After this deadline has expired, the **I** is automatically converted to an **E** grade.

### The letter R

The letter **R** (Deferred) is regarded as a grade on the transcript of grades for every term during which a course is taken; at the end of the final term, the letter **R** is replaced by the actual grade, following evaluation. The letter **R** may not be used for more than one (1) term, except in the case of exceptional circumstances; in such cases, the director of the department may authorize an extension.

### S grade

The letter **S** is not extensively used. At UQAT, it is used in three (3) specific cases:

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

### The letter N

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

### The letter V

The letter **V** applies to a course taken and passed in a university outside Quebec under an Memorandum of Understanding. The result is not included in the cumulative grade point average.

### The letter X

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 with an indication of their performance and their ability to advance in their program of study; the CGPA appears on the transcript of grades.

The cumulative grade point average is calculated at the end of each term using 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 grades obtained for the course in question appear on the transcript of grades, but only the highest grade is included 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 count towards the cumulative grade point average.

The cumulative grade point average is calculated by multiplying the number of credits for each course by the number of points obtained for that same course (i.e. the numerical value of the letter grade); 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 concentration, a separate CPGA may be calculated for each program component. Modules that wish to apply this option may submit a request to the Academic Commission by a resolution of the module council, identifying the program(s) in question. The calculation rules are set out in the academic regulations specific to each program.

The cumulative grade point average, 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 grades obtained in each course, and on restrictions that may be imposed on the student, regarding advancement in their studies.

### **2.14.2 Low cumulative average**

If, after 24 or more credits worth of courses have been evaluated, the student's cumulative grade point average is less than 1.0, they are permanently expelled from the program.

#### **2.14.2.1 Phase 1 – Probation**

If, after twelve (12) or more credits worth of courses have been evaluated, the student's cumulative grade point average is less than 2.0, they are immediately placed on probation

Students on probation are given a maximum of two (2) regular terms, not including the summer term, to bring their cumulative grade point average up to 2.0 or above. During the probationary period, they are required to prioritize repeating any courses in which they received grades of E, D, and D+.

Full-time students who are on probation are not allowed to register for more than twelve (12) credits per term. Part-time students who are on probation are not allowed to register for more than three (3) credits per term.

The restriction is lifted if, by the end of the first term of probation the student in question restores their cumulative grade point average to 2.0 or above. If the student's cumulative grade point average subsequently drops to between 1.7 and 1.99 they are entitled to a second probationary period.

Students whose cumulative grade point average drops to between 1.0 and 1.99 at the end of the second probationary period are 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 program of study.

Students whose cumulative grade point average is between 1.70 and 1.99 are suspended from their program of study for a period of eight (8) months (including the Summer term, where applicable).

Students whose cumulative grade point average drops to between 1.0 and 1.69 are suspended from their program of study for a period of twelve (12) months (including the Summer term).

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

Students who have been suspended may not register as independent students 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, students are given a maximum of two (2) regular terms, not including the summer term, to bring their cumulative grade point average up to 2.0 or above. If they succeed in doing so, they are entitled to request that they be allowed to re-enter their program of study.

If, after 24 or more credits worth of courses have been evaluated, the student's cumulative grade point average is less than 1.0, they are permanently expelled from the program.

Notwithstanding their special status, independent students are subject to the restrictions set out in this regulation as if registered in a program. For the purposes of applying this Regulation's Section 2.14 (Advancement in Program), the module director assumes the same role for both regular students registered in a program and independent students admitted to a module.

### **2.14.2.4 Phase 4 – Expulsion**

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

Students whose cumulative grade point average drops below 2.0 after a probationary period are permanently expelled from their program of study.

### **2.14.2.5 Appeal**

Students who feel aggrieved by the restrictions imposed on them may appeal the decision, in writing, to the Registrar. In their letter, the student must describe the reasons for the appeal, and indicate whether they wish to be heard by the Appeal Committee.

The Registrar, acting as the Secretary of the Appeal Committee, convenes the three members of the Appeal Committee: the Vice-Rector (Academics, Research, and Creation), or a person designated by them, who acts as the chairperson, and two (2) module directors, excluding the director of the module involved. Application of the procedure is reviewed on the basis of the facts set out in the letter of appeal, subsequent to hearing from the student in question, if they wish to be heard. As needed, the Appeal Committee may also summon the director of the module in question to appear.

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

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

**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 subject to restrictions on the advancement of their studies. These restrictions may include expulsion from the program, in accordance with the procedures set out by UQAT.

#### **2.14.4 Failure**

##### **2.14.4.1 Failure of required courses**

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

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

Students who fail the same required course a third time, and have a cumulative grade point average lower than 2.5 are automatically expelled from the program. If their cumulative grade point average is equal to or above 2.5, they may, in exceptional cases, be authorized to repeat the same course a fourth time. Authorizations to repeat a required course are provided in writing, sent to the student in question, and filed in the student's record with the applicable module and the Office of the Registrar.

##### **2.14.4.2 Repeating successfully-completed required courses**

A successfully-completed required course may not be repeated more than twice.

##### **2.14.4.3 Failure in practical training**

If students fail practical training, and if the module director deems it necessary, a special committee is set up to review the situation of the student in question.

The special committee is composed of the following:

- a.** The director of the applicable module;
- b.** An individual in charge of practical training or faculty member in the applicable program;
- c.** A representative of the practical training environment, appointed by the module council, or an individual representing the practice environment appointed by the module council for a period of two years, for all of the special committee meetings held during that period.

The module director convenes a meeting of the special committee within a time limit not exceeding thirty (30) days from the date the student is given their grade. The student is notified by the module director, and may ask to be heard by the special committee. The student may be accompanied by a representative of the UQAT General Student Association, but may not apply for a grade review.

The special committee takes all useful data into consideration, and the decision it makes — whether to allow the student to repeat the practical training or to expel them from the program — must be reached by consensus. The special committee may establish any specific conditions, which the student must satisfy, to repeat the practical training. All decisions rendered by the special committee are final and without recourse to appeal.

#### **2.14.5 Restrictions on registration in a placement or for a project**

When registering for a placement, project, or activity, students must have the minimum cumulative grade point average required by the applicable module. This average is determined by the module council, and must not be below 2.0, nor above 3.2.

Students unable to register for a placement because of a low cumulative grade point average receive a letter asking them to meet with the module director to discuss their academic results and decide on a supervision framework likely to improve their academic performance. These students are not entitled to register for a placement course, nor register online on the UQAT website.

This section comes into effect as soon as the Office of the Vice-Rector (Academics, Research and Creation) is notified of the cumulative average set by the module council.

### **2.15 Submission of grades and grade review**

**2.15.1** During each term, on the date noted in the university calendar, the students have access, through their online student record, to their cumulative transcript. Cumulative transcripts include all grades obtained since the student began their program. Students may obtain a copy of their transcript upon request to the Office of the Registrar and upon payment of a fee set by UQAT.

**2.15.2** Grade submission forms are to be completed by the individual teaching the course, approved by the department director, and forwarded to the Registrar within ten (10) working days of the end of the term in question.

#### **2.15.3 Grade review**

##### **2.15.3.1 Regulatory deadlines**

Grades indicated on the transcript may only be amended within forty (40) working days following the date the grade was entered at the Office of the Registrar.

A student may ask to have grades changed; the 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 individual teaching the course may change grades already submitted to the Registrar, but all changes must be made within forty (40) days following the date the grade was entered at the Office of the Registrar.

The Office of the Vice-Rector (Academics, Research, and Creation) may require that grades for a given course be reviewed. Such 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 for grade change requested by a student**

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

The form is forwarded to the director of the department in question, who sends it to the individual teaching the course, who reviews the request and sends a response to the director of the department within the following seven (7) working days. The director may maintain, lower or raise the grade in question.

If the department director is unable to obtain the opinion of the applicable course instructor, the request must be referred to a review committee. The latter must review the request and provide a written response to the department director within ten (10) working days following the date on which the request was submitted.

Students not satisfied with the grade change made by the individual teaching the course 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 director of the department in question is then required to set up a review committee. This committee must review the request for grade review and provide a written response to the director of the department within fifteen (15) working days of receiving the request.

The director of the department must then notify the Registrar, in writing, of the result of grade changes or reviews.

Subsequently, the Registrar must officially notify the students in question of the result of their request for grade change or review, and notify the applicable module.

### **2.15.3.3 Principles governing grade review**

The review committee is set up and coordinated by the director of the department.

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

The individual teaching the course whose grade is subject to review is not entitled to sit on the review committee.

In the event that the department director is the individual in question, the responsibility of designating two (2) members of the departmental council falls to another member of the department, selected by the departmental council at the beginning of the academic year.

The review committee must hear the two (2) involved parties if they so request.

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

The Appeal Committee sits in camera. All information discussed in camera remains confidential.

In the event of appeal, all the decisions rendered by the review committee are final and without recourse to further appeal.

### **2.15.3.4 Grade change procedure to be followed by professors individuals teaching courses to modify academic results**

Within forty (40) days following the official entry of grade at the Office of the Registrar, the individual teaching a course may modify academic results that have already been submitted to the Office. To change a grade, the course instructor in question must complete the appropriate form and forward it to the director of the department for approval.

After approving the change(s), the department director forwards them to the attention of the Registrar who, in turn, informs the student and the director of the applicable module of any grade changes.

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

**Procedure for grade review requested by the Office of the Vice-Principal Rector (Academics, and Research, and Creation)** Up to twenty (20) working days from the date of submission of grades to the Registrar, the Office of the Vice-Rector (Academics, Research, and Creation) may request that all the grades given in a specific course be reviewed. Such requests may be made for all of the grades of students in the same group or course that show certain indications justifying the need for a clarification at least, and adjustment, where applicable. These indications include the following:

- All the students in the course or group were given the same grade;
- The average of the grades given to all the students in the group or class is too far from any probable or normal class average;
- Letter **I**, **R** or **S** grades were given in a systematic way 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 Office of the Vice-Rector (Academics, Research and Creation) must contact the director of the department and the individual teaching the course in question, and seek all the information related to how grades were assigned to the students in the group or course, in particular the grading criteria and the reasons in support of the grades given.
- If they deem it appropriate, the person designated by the Office of the Vice-Rector (Academics, Research, and Creation) submits an application for review of the grades assigned to the students in the group or course to a review committee; this review committee is chaired by the Vice-Rector (Academics, Research, and Creation) and includes the department director, the directors of modules responsible for the programs in question, and the Registrar, who acts as the Secretary.
- The review committee will hear from the person designated by the Office of the Vice-Rector (Academics, Research, and Creation), a student representing the class in question, and the applicable course instructor, in the order indicated.

The Registrar communicates the review committee's decision to the interested parties. This decision is final and without recourse to appeal.

## 2.16 Permission to study outside the establishment institution

### 2.16.1 Definitions

Permission to study outside the institution allows students (with their institution's approval) to complete part of their program of study in another university. The following provisions govern studies outside the institution.

**Host institution:** Institution at which a student registers for courses with the intention to transfer the course credits to their home institution.

**Home institution:** institution at 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 institution requires the approval of the director of the applicable module or program, and of the Registrar.

**2.16.3** All courses taken pursuant to authorization to study outside the institution must be equivalent to courses in the program to which the student is admitted; in the case of courses not identified as part of the program, they must be compatible with the academic program objectives.

**2.16.4** Students who wish to avail themselves of permission to study outside the institution, either within or outside the Université du Québec network, must submit an application to their module director. If the module director deems the application valid, they authorize it as the person designated to do so by the home institution.

**2.16.5** Students registered in a bachelor degree program who have had their application for permission to study outside the institution approved may register for full-time studies, if circumstances require it, in a host institution.

If the application is submitted by students who have had restrictions imposed on their advancement, the module may impose specific conditions and include them in the permission document. The module may also turn down 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 institution in one of the courses it delivers.

## 2.17 Changing institutions within the Université du Québec network

**2.17.1** Students who wish to permanently transfer from one Université du Québec constituent university to another must submit a new application for admission in accordance with the conditions in effect at the institution of their choice.

**2.17.2** In the case of collaborative or extension programs, transfers without penalty from one establishment to another are feasible if within the enrolment capacity of the institution in question. In this case, there is no need to submit a new application for admission or pay admission fees, but the student must complete the form requesting a change of institution provided for this purpose. The student's transfer is accepted by approval of the director of the applicable module at the host institution.

Courses taken and grades assigned at the parent institution, as well as the name of the institution are indicated on the transcript of grades issued by the host institution and are used to calculate the student's cumulative grade point average.

## **2.18 Issuance of diplomas**

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

**2.18.2** Conditions for obtaining a diploma are as follows:

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

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

**2.18.2.3** The student must have paid the fees for the most recent term, and any arrears due.

**2.18.2.4** Regular student must have completed at least one-third of the credits leading to a diploma within the same institution, unless authorized to avail themselves of the right to study outside the institution or to apply the provisions of Université du Québec's General Regulation no. 2 pertaining to changes of institution.

**2.18.2.5** Degree by cumulative completion of multiple certificates, minors or courses

Students who wish to complete an undergraduate degree by cumulative completion 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 cumulative completion of certificates, minors and sets of courses must be no less than ninety (90);
- b. For the purposes of calculating the total credit value, any credits associated with a course or obtained through recognition of prior learning are only counted once;
- c. At least one component of the cumulative completion operation must have resulted from or been taken at UQAT;
- d. When a certificate or minor has already been counted towards earning a degree by cumulative completion of certificates, minors, or courses, it may not be used again to obtain a second degree by cumulation.

### **2.18.2.6**

- a. Students may be awarded a bachelor degree under specific conditions, but any combination of certificates and minors does not automatically lead to a bachelor's degree;
- b. Students are required to notify their module director of their intention to apply to a cumulative bachelor's degree before beginning a second certificate or minor.

The module director (jointly with other directors of applicable modules) 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 the ninety (90) credits required. The courses selected must include at least one (1) integration or synthesis course (project, placement, seminar, or similar course) of a minimum of three (3) credits in the discipline of the cumulative degree;

- c. Of the ninety (90) credits required, the student must have successfully completed at least sixty (60) credits in the same disciplinary 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 disciplinary fields and, after beginning the program, decides to work towards an undergraduate degree by cumulative completion of certificates and minors without having followed the procedure explained in sub-paragraph (b), is required to meet with the module director of the discipline matching the degree sought 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.

**2.18.3** Where the certificates or minors specified in the request for a degree by cumulative completion have not been completed at the same institution, it is the student's responsibility to choose which institution (from among those attended) will be empowered to award the degree, subject to internal regulations governing the combination of certificates and minors.

Where a major is completed in a different institution, UQAT recommends that the bachelor degree be issued, provided that it is among one of the disciplines listed in sub-paragraph 2.18.2.6.d of this Regulation, and the student has a minimum of thirty (30) credits left to complete. These thirty (30) credits may be completed in the form of a minor, a certificate or a set of courses.

### 3 INTERPRETATION, ADOPTION, REVISION, AND AMENDEMENTS TO THE REGULATION

The interpretation, adoption and revision of this regulation, and any amendments thereto, are subject to Sections 11 and 12 of the *Règlement 1 - Régie interne* de l'UQAT [UQAT Regulation no. 1 on internal governance].

### 4 ENTRY INTO FORCE

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