



COLLÈGE UNIVERSITAIRE DOMINICAIN
DOMINICAN UNIVERSITY COLLEGE

POLICIES, PROCEDURES, REGULATIONS



Office of the Registrar

Dominican University College

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CHAPTER I ABBREVIATIONS AND DEFINITIONS

1.1 DUC: Dominican University College

1.2 Credit: Unit measuring the academic work accomplished by a student. At the DUC a credit is the equivalent of 15 hours of learning activities. For each course, two hours of personal work is required per hour of class time.

1.3 DCS: Diploma of College Studies

1.4 OSSD: Ontario Secondary School Diploma

1.5 AECDO: Association des étudiant(e)s du Collège dominicain d'Ottawa.

1.6 OSAP: Ontario Student Assistance Program

1.7 MTCU: Ministry of Training, Colleges and Universities

1.8 Residency (course work): Period during which a student admitted to a graduate studies programme is registered in research seminars and is preparing a thesis or research paper. According to specific programme requirements, this period ends with the approval of the thesis or research paper, and/or with the passing of a comprehensive examination.

1.9 Seminar: A seminar at the Master's or Doctorate level is a 3-credit course (45 hours) which allows for in-depth study of an issue identified by a professor. Unlike lectures, seminars provide students with the opportunity to:

- a) make oral presentations to share the results of their research on a particular aspect of the issue identified or to contribute to its formalization, and
- b) take an active part in the discussions.

A written assignment usually concludes such academic exercises.

CHAPTER 2

BODIES, DIVISIONS, SERVICES

2.1 Board of Directors

The Board of Directors is the body responsible for the general governance of the DUC in compliance with academic policy set by the Academic Council.

Mission and mandate: Administer the institution's regular business and see to its advancement.

Membership: The Board is comprised of no less than 9 and no more than 14 members.

2.2 Academic Council

The Academic Council is the supreme authority in matters related to teaching and research, in accordance with the specific nature and aims of the DUC and subject to the Board of Director's approval of expenditures to be incurred.

Mission and mandate:

- establish the DUC's policy in the areas of teaching and research
- set the curriculum, the conditions for admission and affiliation to the DUC, as well as the requirements for obtaining degrees, diplomas and certificates
- appoint and promote professors
- each year, approve the programmes of study for each of the College's units
- determine the sessional dates for the College's academic year
- oversee all matters pertaining to the production of calendars, circulars and promotional materials
- promote students to degrees (Bachelor's degree, Master's degree, Master of Arts and PhD) and award all university diplomas

Membership: The Academic Council is comprised of:

- the Chancellor
- the President and vice-presidents
- the Master of Studies
- the deans and directors

2.3 Faculty Council

Subject to the respective powers of the College's Academic Council and Board of Directors, the Faculty Council constitutes the general authority of the Faculty and has the powers required to ensure its effective operation.

Mission and mandate:

- ensure compliance with the regulations of the College and of the Faculty
- make recommendations to the Academic Council regarding the Faculty's admission requirements, its programmes, as well as the conditions for obtaining degrees and diplomas, and for the promotion of professors
- make recommendations to the Academic Council and to the Board of Directors in the Faculty's general interests
- propose, for the Academic Council's approval, the amendment or adoption of articles of the Constitution governing the Faculty

Membership: The Faculty Council is comprised of:

- the deans and vice-deans
- the regular professors of the Faculty
- the students selected by the AECDO

2.4 Master of Studies

The Master of Studies is responsible for the overall promotion of the programmes of study and of research. He settles disputes of an academic nature that cannot be resolved by the Registrar or the deans. He serves as Secretary to the Academic Council.

2.5 Office of the Registrar

Mission and mandate: Keep the students' academic records, which includes the following tasks:

- maintain a filing and archiving system for student records
- provide information about programme offerings
- receive admission applications
- receive internal bursary and scholarship applications
- record enrolments according to the sessional dates for the academic year

- ensure that students meet the requirements set by the deans as well as those specific to the programmes in which they are registered
- inform students of their academic results
- notify students in writing of any change to their student record
- respond to students' inquiries
- issue letters of standing (registration, successful completion of courses, etc.)
- provide the list of graduates to the Academic Council
- act as a link between OSAP and students
- produce internal statistics on various aspects
- send data on admissions, enrolments, tuition fees and graduation to the various government services concerned

Structure

Registrar: The Registrar is the head of the service. He administers its day-to-day operations and ensures that services are offered in accordance with standards set by the Board of Directors and the Academic Council.

Office of Student Services and Financial Aid: Under the direction of the Registrar, it performs the following tasks:

- receive all student inquiries
- register students
- disclose students' academic results
- dispatch mail from the Office of the Registrar
- forward students' assignments to the professors
- communicate with students on all matters related to their academic record
- maintain communications with OSAP
- issue letters of standing as well as university identification cards
- assign photocopying codes

2.6 Graduate Studies Division

Mission and mandate: Enforce the College's and the Faculty's regulations governing graduate programmes.

Each faculty has its own Graduate Studies Division which has the duty to:

- make recommendations to the Faculty Council in the Faculty's general interests, and
- propose, for the Academic Council's approval, the amendment or adoption of articles of the Constitution governing the Faculty.

Structure: The Vice-Dean may be put in charge of the Division and have the support of assistants. He is given the title of Director of Graduate Studies.

However, the Dean may decide to hold both the positions of Dean and of Director of Graduate Studies concurrently.

2.7 AECDO

Role: Represent all of the regular students registered at the DUC, which includes the following duties:

- defend the interests of the entire student body by serving as the students' voice
- liaise with the administration and the professors
- take part, on behalf of the students, in all activities promoting the common good
- keep students informed and organize extracurricular activities

Membership: As determined by the AECDO's Bylaws, which are decided by a vote of all registered students.

CHAPTER 3

SESSIONAL DATES

3.1 Determination

Each year the Academic Council determines the schedule of sessional dates for the academic year and recommends it for adoption by the Board of Directors.

3.2 Content

The schedule of sessional dates includes:

- dates marking the start and the end of classes
- deadlines for registration, changes to course selections and withdrawal from courses
- deadlines for payment of tuition fees
- dates of the break (study week)
- examination periods
- deadline for submission of grades by the professors to the Office of the Registrar
- deadline for disclosure of grades by the Office of the Registrar to the students
- deadlines for admission applications for the following academic year

3.3 Standards

- The academic year is divided into three sessions: spring, fall and winter.
- The academic year begins with the spring session.
- The spring session begins the first working day of the month of May.
- The fall session begins the Tuesday following Labour Day.
- The winter session begins the first working day of January.
- Deadlines for changes (course selection, status change, withdrawal) are firm. If they fall on a Saturday, Sunday or statutory holiday, they will be effective on the next working day.
- Professors must submit grades to the Office of the Registrar no later than seven working days following the last day of the examination period. The Registrar is responsible for sending reminders to the professors in order to ensure that the deadline is met.
- The Office of the Registrar must disclose the grades (in its possession) to the students no later than 14 working days after the final day of the examination period.

CHAPTER 4

UNDERGRADUATE STUDIES

4.1 Programmes

- 4.1.1 Head Start: programme for highly gifted secondary school students interested in acquiring some university experience. They are allowed to register for a maximum of 6 credits per session.
- 4.1.2 Certificate: a 30-credit programme. Studies leading to a certificate must be completed within 5 years.
- 4.1.3 Bachelor of Arts: a 90-credit programme, or 60 credits in the case of students who have already completed one year of university studies or obtained a DCS
- 4.1.4 Bachelor: a 120-credit programme, or 90 credits in the case of students who have already completed one year of university studies or obtained a DCS
- 4.1.5 Bachelor with a major: a 120-credit programme, or 90 credits in the case of students who have already completed one year of university studies or obtained a DCS
- 4.1.6 Bachelor with a double major: a 120-credit programme for students who have already completed one year of university studies or obtained a DCS

Studies leading to a certificate must be completed within 5 years.

Studies leading to a Bachelor of Arts, a Bachelor, a Bachelor with a major or a double major must be completed within 10 years.

4.2 Admission

Anyone who wants to register in one of the above-mentioned programmes must first be admitted to the programme by the Registrar. The admission procedure is the following:

- 4.2.1 Submission of applications: Applications for admission must be submitted to the Registrar within the time limit. Only hardcopy applications will be accepted. In order for an application to be considered complete, it must include:
 - a duly completed admission application form
 - original transcripts
 - application processing fees (not refundable)
 - four passport-format photos

Incomplete applications will not be considered and all accompanying documents will be destroyed without notification. Candidates are therefore advised to specify if additional documents are to be sent under separate cover.

All documents submitted remain the property of the DUC and are not returned to the candidates.

The Registrar has the discretion to accept an application submitted after the deadline.

4.2.2 Mature students: A candidate who has not successfully completed secondary school studies may be admitted as a “mature student”. However, the following three conditions must be met:

- be at least 25 years of age
- demonstrate an appropriate knowledge base
- have acquired relevant work experience

An interview and/or test may be required for knowledge assessment purposes.

4.2.3 Review of applications: A committee comprised, at a minimum, of the Registrar and the Dean of the faculty concerned is responsible for reviewing each application for admission.

4.2.4 Processing time: The maximum processing time for complete applications is two weeks. However, processing of applications submitted after the deadline may take longer.

4.2.5 Decision: The Registrar notifies each candidate, by email, of the Committee’s decision. An official letter of acceptance is also sent to the address indicated on the application.

Candidates who have not received the letter will be invited to obtain a copy at the Office of the Registrar, or to provide a prepaid envelope bearing a valid address so that the document may be sent again.

Decisions may vary as follows:

Full admission: The candidate may register for and attend courses in the selected programme.

Conditional admission

- ***Qualification test:*** The candidate will receive a letter granting full admission upon passing the test.
- ***Selection test:*** The candidate will receive a letter granting full admission if ranked among the best candidates having taken the test. Advance notice is given of the number of students to be admitted following the test.
- ***Qualifying year:*** The candidate will be invited to complete certain courses while maintaining a high average (set by the Dean). Then, following the submission of a new application (without fees), the Registrar will determine whether requirements have been met and will take the final decision: full admission granted or admission refused.

Admission refused

- ***Requirements unmet:*** The candidate holds neither a DCS (or the equivalent) nor an OSSD (or the equivalent), or has not reached the required age (for mature student status).
- ***Grades too low:*** The candidate holds at least the equivalent of a DCS or an OSSD, but has earned grades considered too low in the programme's major subject areas.
- ***Quota limits reached:*** The candidate meets all admission requirements, but is placed on a waiting list for a maximum of three years because quota limits have been reached.

The offer of admission is valid for one year. Once the offer has expired, the candidate must submit a new application.

- 4.2.6 Appeal: The candidate who feels prejudiced by the Committee's decision can file an appeal with the Registrar. No fees will be charged. The Committee will meet, review the request and reach a decision. If the matter remains unresolved, the candidate can request another review by the Master of Studies. After meeting with the members of the Admissions Committee, the Master of Studies will make a decision that will be final and without appeal.
- 4.2.7 Change to programme selection: A candidate who has been granted admission may ask to change programme within the same faculty. The required form must

be filled out and the applicable administrative fees paid. In order to change to a programme in another faculty, a new application is necessary.

No student can be admitted to two programmes at the same time.

4.3 Prior Learning Recognition (Equivalencies)

4.3.1 Principles: Students are not required to take a compulsory course if they have already assimilated its content.

Prior learning is not automatically recognized. Candidates must request an assessment with all supporting documents: transcripts, confirmation of employment or of practicum.

A university credit may be granted for every 15 course-hours completed. Only university level courses (or the equivalent) taken in the last 20 years are acceptable.

A university credit may be granted for each month of full-time work experience (with no less than 35 hours per week).

The total number of credits recognized at the time of admission (or the first session following their initial registration) is indicated under *Admission basis* on the transcript.

Credits recognized after the first session following the initial registration are marked as EQUI.

4.3.2 Submission of request: Students must submit a request for credit recognition to the Office of the Registrar no later than the end of the first session following their initial registration. No later requests will be accepted. Students who wish to take off-campus or out-of-programme courses must obtain prior written permission from the Dean.

4.3.3 Restrictions :

- Substitutions are allowed only for compulsory courses; optional courses must be taken at the DUC or at partner universities.
- Optional courses taken at partner institutions can be recognized only if they are relevant to the programme of study. They must be approved by the Dean of the faculty concerned.

- No more than one third of credits can be recognized as equivalencies within a given programme; in other words, at least two thirds of the credits must be earned at the institution awarding the diploma.
- Dual recognition of credits is not allowed.
- Substitutions for failed compulsory courses are not permitted.

4.4 Student Status

4.4.1 Part-time: a regular student admitted to a programme with the authorization to register for a maximum of 8 credits per session.

4.4.2 Full-time: a regular student admitted to a programme with the obligation to register for a minimum of 9 credits per session.

If the Dean of the faculty concerned so approves, exceptionally a student may register for more than 15 credits per session provided the following three conditions are met:

- have completed at least two years of full-time studies
- have maintained a cumulative average of at least 80% (or A-)
- have passed all of the courses

No student may register for more than 18 credits per session.

4.4.3 Auditor: a student not admitted to a programme, who is allowed to register for a maximum of 8 credits per session, but not authorized to take examinations nor to earn credits.

4.4.4 Non-programme student: a student not admitted to a programme, who is allowed to register for a maximum of 8 credits per session, and is authorized to take examinations and, if successful, to earn credits.

4.5 Registration

4.5.1 Deadline: No registration is accepted after the deadline set in the university's schedule of sessional dates.

Exception: Auditors and non-programme students may register for optional courses beginning more than five weeks after the official start of the session.

- 4.5.2 Course selection: Students select their courses by filling out, dating and signing the appropriate form. The Office of the Registrar accepts completed forms sent by fax or email. However, the student is responsible for ensuring that the DUC has received the document.
- 4.5.3 Changes to course selection: Students may make changes to their initial course selection as often as they wish provided they respect the deadline specified in the university schedule of sessional dates and use the appropriate form.
No administrative fees are charged for the first modification.
Fees are charged for subsequent modifications.
No fees are charged in the case of courses cancelled by the Faculty or affected by timetable changes.
- 4.5.4 Exchange programme: The DUC's Faculty of Philosophy has entered into a partnership agreement with the University of Ottawa's Faculty of Arts. It is therefore possible for its students to take courses at the Faculty of Arts without paying fees. The DUC requires that interested students:
- be registered in second year or beyond
 - maintain a B or 70% average throughout the programme
 - maintain full-time student status at the DUC
 - obtain the Dean's authorization
- The exchange programme limits to 15 the number of credits for which a student may register at the University of Ottawa.
- 4.5.5 Out-of-programme courses: Students are allowed to take out-of-programme courses. Although such courses are credited, they are not taken into account for the earning of a diploma unless the Dean agrees, in writing, to recognize them.
- 4.5.6 Off-campus courses: DUC students may take a course at another university. To do so, they must demonstrate that none of the partner universities offer the course in question and must obtain the Dean's authorization. Credits earned may be recognized as equivalencies.

4.5.7 Directed readings: Students may take a course in the form of directed readings in any of the following circumstances:

- one of the courses needed to complete their final year of studies is not offered by the DUC nor by any of the partner universities
- students have completed two years of full-time studies, obtained good grades and wish to further their knowledge in a specific area
- other exceptional circumstances

First of all, students must meet with the Dean, who will determine whether the request is justified.

The Dean chooses the professor who will guide the student.

Overall, in any given programme, a student may not register for more than 12 credits in the form of directed readings.

4.5.8 Validation: Registrations are valid only if they have been recorded at the Office of the Registrar. In certain cases, the Registrar will ask that students have their course selections approved by the Dean before proceeding with the registration.

Students are responsible for checking whether their registration is valid. Unless they are properly registered, they will not earn credits for courses even if they pass all the examinations.

4.6 Evaluation and Grading

4.6.1 Principles

- All courses offered must include an evaluation component.
- The evaluation may combine various methods (written examination, oral examination, assignments, essays, oral presentations, class participation).
- The evaluation methods are clearly described in the course syllabus, but may be amended by the professor with the agreement of all students in the class.
- One can reasonably expect evaluations to cover the entire content of a course.
- The evaluation cannot cover topics not included in the course syllabus.
- Evaluation is the responsibility of the professor teaching the course.

4.6.2 Grading System

DEFINITION	Letter Grade	Point Value
Excellent	A+	9.0 - 10
Very Good	A	8.5 - 8.9
Very Good	A-	8.0 - 8.4
Good	B+	7.7 - 7.9
Good	B	7.4 - 7.6
Good	B-	7.0 - 7.3
Satisfactory	C+	6.7 - 6.9
Satisfactory	C	6.4 - 6.6
Satisfactory	C-	6.0 - 6.3
Pass	D+	5.7 - 5.9
Pass	D	5.4 - 5.6
Pass	D-	5.0 - 5.3
Failure	E	Less than 5

4.6.3 Notes: The following codes are used on transcripts:

- ABN: Withdrawal (*appears only when a student withdraws from a course before the deadline for withdrawals, with no indication of failure*)
- ABS: Failed - absent
- AUD: Auditor
- DIS: Dissertation
- ECH: Failure
- EQU: Equivalency
- EXM: Exemption
- INC: Incomplete (*used when a student is given extra time to complete a course. Extensions are granted (in writing by the Dean) only for **medical** reasons, **family** reasons such as death or divorce, or in **exceptional** cases such as bad weather or strikes. When 10 months have passed, the student receives a reminder. If a year lapses without a grade being filed with the office of the Registrar, ECH (failure) replaces INC. Such a notation cannot apply simultaneously to more than 5 courses.*)
- LD: Reading
- NA: Not available
- OBL: Compulsory
- OPT: Optional

- PRE: Prerequisite (*Credits are not counted and grades do not affect the student's cumulative average.*)
- REC: Research
- REP: Repeat
- SPE: Special
- TRV: Assignment

4.6.4 Supplementals

- *Failure and supplemental examination or written assignment:* Students wishing to improve their grades may ask their professor for the right to supplemental examinations or written assignments. The professor conveys to the Office of the Registrar the second grade, which replaces the first.
- *Failure and repeating of courses:* If a course is failed, ECH is indicated and the cumulative average is affected. In order to earn credits, the student must repeat the course. Since the course appears twice on the transcript, REP is indicated.

If a compulsory course is failed for a third time, the student must withdraw from the programme.

A student who has failed an optional course twice cannot register again for the same course.

4.6.5 Request for revision of grades: A student in disagreement with a grade may request a revision by following these steps:

- first direct the request for revision to the professor;
- if satisfaction is not obtained, submit an official request for revision of grades to the Office of the Registrar and pay the required administrative fees. The Dean will entrust another professor with the re-evaluation of the student's written examination and assignment(s). The grade can be maintained, lowered or raised. The decision is final and without appeal. If the student's grade is revised upward, the administrative fees are reimbursed.

Exception: When the professor concerned is the Dean, the Master of Studies deals with the request for revision.

It is imperative that all requests for revision of grades be submitted no later than the end of the subsequent session.

- 4.6.6 Filing of grades: Professors file grades with the Office of the Registrar using the appropriate forms. Students who are not properly registered will not be listed on the form and will therefore not receive grades nor be awarded credits for their course. Grades conveyed by telephone or email are not valid. The normal time limit is seven working days following the last day of the examination period specified in the schedule of sessional dates.

The Office of the Registrar has 14 working days after the last day of the examination period specified in the schedule of sessional dates to make grades available to students.

4.7 Examinations and Assignments

- 4.7.1 Examinations: The professor or Dean determines whether examinations are oral, written or as the student chooses. Written examinations remain the property of the DUC and are never returned to the students who, nonetheless, may have access to them. After a reasonable time, the faculty concerned destroys examination papers.
- 4.7.2 Assignments: Assignments and essays belong to the students, who are responsible for retrieving them in collaboration with the professors and the Office of the Registrar. All unclaimed assignments are destroyed without notice at the end of the subsequent session.
- 4.7.3 Copyright: Students retain copyright on their examinations and assignments. However, the content may be used for teaching purposes.

4.8 Evaluation of Teaching

The deans are responsible for ensuring that all courses are evaluated by the students.

Regardless of their status, students are invited to evaluate the courses which they attended.

Evaluations are voluntary and anonymous.

The evaluation is conducted during the second- or third-to-last class of the session.

The professor must not be present in the classroom during the evaluation, which takes approximately 15 minutes.

The class delegate who organizes the evaluation must deliver the same day, to the professors' secretariat, the sealed envelope containing the evaluations.

At the end of the session, the professors, the Dean and the Master of Studies receive a copy of the evaluation results. The professors (as well as the Dean and the Master of Studies) must refrain from reading the evaluations until all of their students' grades have been filed with the Office of the Registrar.

4.9 Issuance of Diplomas

A diploma is issued only once the student has met all the requirements of his or her programme (including any additional conditions imposed by the Dean).

Students must inform the Registrar of their intention to finish their programme by filling out the *Intent to Graduate* form. The Registrar then determines whether requirements have been fully met in each case, and conveys the names of the graduating students to the Academic Council, which will grant the diplomas accordingly.

4.10 Complaints and Conflicts

For problems pertaining to administrative (student and financial services) or security matters, students are invited to lodge a complaint with the Vice-President of Administration.

For problems of an academic nature, complaints are filed with the Master of Studies, who then contacts the Dean of the faculty concerned.

In all instances, the complaint is expressed in a letter clearly describing the grounds for the complaint.

The complainant may also decide to approach the AECDO to speak on his or her behalf. In all cases, discretion is assured.

4.11 Expulsion

4.11.1 Expulsion from a programme: A student faces immediate expulsion from his or her programme of study in the following circumstances:

- a cumulative average under 5.0
- a total of five failed courses
- programme time limit reached
- plagiarism (only on recommendation of the Disciplinary Council)

After consulting the Dean, the Registrar informs the student in writing.

4.11.2 Expulsion from a faculty : A student is no longer authorized to register in a programme offered by the faculty concerned in the following circumstances:

- expulsion from two programmes of study in the same faculty
- plagiarism (only on recommendation of the Disciplinary Council)

4.11.3 Expulsion from the DUC: A student is no longer authorized to take courses nor to access the DUC's services (library, bookstore, etc.) in the following circumstances:

- expulsion from two of the DUC's faculties
- plagiarism (only on recommendation of the Disciplinary Council)
- aggressive and/or violent behaviour
- repeated use of offensive language
- damage to property or acts of vandalism

The decision to expel a student from the College falls to the President of the DUC. Expulsions are temporary or permanent, as circumstances may warrant.

4.11.4 Appeal: If the expulsion is not due to an act of plagiarism, a student may submit an appeal to the President of the DUC. After receiving a letter from the student, the President convenes the Academic Council, which makes the final decision.

The Registrar informs the student in writing of the decision reached.

CHAPTER 5

GRADUATE STUDIES

5.1 Programmes

- 5.1.1 Master and Master of Arts: Admission basis: Bachelor's degree or the equivalent in the same discipline. The time limit for completing studies leading to a Master's degree is five years (including approved leaves of absence).
- 5.1.2 Doctorate: Admission basis: Master's degree or the equivalent in the same discipline. The time limit for completing studies leading to a Doctorate is seven years (including approved leaves of absence)

5.2 Admission

Anyone who wants to register in one of the above-mentioned programmes must first be admitted to the programme by the Registrar. The admission procedure is the following:

- 5.2.1 Submission of applications: Applications for admission must be submitted to the Registrar within the time limit. Only hardcopy applications will be accepted. In order for an application to be considered complete, it must include:
- a duly completed admission application form
 - a photocopy of all diplomas earned
 - original transcripts
 - four passport-format photos
 - an outline of the thesis or research paper proposal
 - at the Doctorate level, a copy of the research paper that led to the Master's degree earned
 - two letters of commendation
 - application processing fees (not refundable)

Incomplete applications will not be considered and all accompanying documents will be destroyed without notification. Candidates are therefore advised to specify if additional documents are to be sent under separate cover.

All documents submitted remain the property of the DUC and are not returned to the candidates.

The Registrar has the discretion to accept an application submitted after the deadline.

5.2.2 Mature students: A candidate who has not successfully completed required studies may be admitted as a “mature student”. However, the following three conditions must be met:

- be at least 30 years of age
- demonstrate an appropriate knowledge base
- have acquired relevant work experience

An interview and/or test may be required for knowledge assessment purposes.

5.2.3 Review of applications: A committee comprised, at a minimum, of the Registrar, the Director of Graduate Studies and the Dean of the faculty concerned is responsible for reviewing each application for admission.

5.2.4 Processing time: The maximum processing time for complete applications is four weeks. However, processing of applications submitted after the deadline may take longer.

5.2.5 Decision: The Registrar notifies each candidate, by email, of the Committee’s decision. An official letter of acceptance is also sent to the address indicated on the application.

Candidates who have not received the letter will be invited to obtain a copy at the Office of the Registrar, or to provide a prepaid envelope bearing a valid address so that the document may be sent again.

Decisions may vary as follows:

Full admission: The candidate may register for and attend courses in the selected programme.

Conditional admission

- **Qualification test**: The candidate will receive a letter granting full admission upon passing the test.
- **Selection test**: The candidate will receive a letter granting full admission if ranked among the best candidates having passed the test. Advance notice is given of the number of students to be admitted following the test.

- ***Qualifying year:*** The candidate will be invited to complete certain courses while maintaining a high average (set by the Director of Graduate Studies). Then, following the submission of a new application (without fees), the Registrar will determine whether requirements have been met and will take the final decision: full admission granted or admission refused.
- ***Completion of a programme of study:*** The candidate will receive a letter granting full admission upon completion of the programme of study in which he or she is registered at the time of the application. It is not possible to begin a new programme before receiving the letter confirming full admission.

Admission refused

- ***Requirements unmet:*** The candidate does not hold the necessary diploma (Bachelor or Master's degree, as appropriate), or has not reached the required age (for mature student status).
- ***Grades too low:*** The candidate holds at least the equivalent of the required diploma, but has earned grades considered too low in the programme's major subject areas.
- ***Quota limits reached:*** The candidate meets all the admission requirements, but is placed on a waiting list for a maximum of three years because quota limits have been reached.
- ***Lack of academic resources:*** The DUC lacks the necessary resources to guide the student in the desired field of research.

The offer of admission is valid for one year. Once the offer has expired, the candidate must submit a new application.

5.2.6 Appeal: The candidate who feels prejudiced by the Committee's decision can file an appeal with the Registrar. No fees will be charged. The Committee will meet, review the request and reach a decision. If the matter remains unresolved, the candidate can request another review by the Master of Studies. After meeting with the members of the Admissions Committee, the Master of Studies will make a decision that will be final and without appeal.

5.2.7 Change to programme selection: In order to change programme, a new application is necessary.

5.3 Prior Learning Recognition (Equivalencies)

5.3.1 Principles: Students are not required to take a compulsory course if they have already assimilated its content.

Prior learning is not automatically recognized. Candidates must request an assessment with all supporting documents: transcripts, confirmation of employment or of practicum.

A university credit may be granted for every 15 course-hours completed. Only university level courses (or the equivalent) taken in the last 10 years are acceptable.

A university credit may be granted for each month of full-time work experience (with no less than 35 hours per week)

The total number of credits recognized at the time of admission (or the first session following their initial registration) is indicated under *Admission basis* on the transcript.

Credits recognized after the first session following the initial registration are marked as EQUI.

5.3.2 Submission of request: Students must submit a request for credit recognition to the Office of the Registrar no later than the end of the first session following their initial registration. No later requests will be accepted. Students who wish to take off-campus or out-of-programme courses must obtain prior written permission from the Director of Graduate Studies.

5.3.3 Restrictions:

- Substitutions are allowed only for compulsory courses; optional courses must be taken at the DUC or at partner universities.
- No more than one third of credits can be recognized as equivalencies within a given programme; in other words at least two thirds of the credits must be earned at the institution awarding the diploma.
- Dual recognition of credits is not allowed.

- Substitutions for failed compulsory courses are not permitted.
- Undergraduate courses cannot be recognized as equivalencies for a graduate programme, unless registration in undergraduate courses is permitted within that programme.
- Optional courses taken at partner institutions can be recognized only if they are relevant to the programme of study. They must be approved by the Dean of the faculty concerned.

5.4 Student Status

- 5.4.1 Part-time: Students cannot register for graduate studies programmes on a part-time basis.
- 5.4.2 Full-time: Students are registered on a full-time basis until completion of their programme.
- 5.4.3 Auditor: A student not admitted to a programme, who is allowed to register for a maximum of 8 credits per session, but not authorized to take examinations nor to earn credits for courses attended. Prior approval by the Director of Graduate Studies is necessary.
- 5.4.4 Non-programme student: A student not admitted to a programme, who is allowed to register for a maximum of 8 credits per session, and is authorized to take examinations and, if successful, to earn credits.

5.5 Registration

- 5.5.1 Deadline: No registration is accepted after the deadline set in the university schedule of sessional dates.

Exception: Auditors and non-programme students may register for optional courses beginning more than five weeks after the official start of the session.

- 5.5.2 Course selection: Students select their courses by filling out, dating and signing the appropriate form. The Office of the Registrar accepts completed forms sent by fax or email. However, the student is responsible for ensuring that the DUC has received the document.

5.5.3 Changes to course selection: Students may make changes to their initial course selection as often as they wish provided they respect the deadline specified in the university schedule of sessional dates and use the appropriate form.

No administrative fees are charged for the first modification.

Fees are charged for subsequent modifications.

No fees are charged in the case of courses cancelled by the Faculty or affected by timetable changes.

5.5.4 Exchange programme: The DUC's Faculty of Philosophy has entered into a partnership agreement with the University of Ottawa's Faculty of Arts. It is therefore possible for its students to take courses at the Faculty of Arts without paying fees. The following conditions apply:

- maintain full-time student status at the DUC
- obtain the authorization of the Director of Graduate Studies.

5.5.5 Out-of-programme courses: Students are allowed to take out-of-programme courses. Although such courses are credited, they are not taken into account for the earning of a diploma.

5.5.6 Off-campus courses: DUC students may take a course at another university. To do so, they must demonstrate that none of the partner universities offer the course in question, and must obtain the Dean's authorization. Credits earned may be recognized as equivalencies.

5.5.7 Directed readings: Students may take a course in the form of directed readings if they have completed their years of residency, have obtained excellent academic results and wish to further their knowledge in a specific area.

First of all, the student must meet with the Director of Graduate Studies, who will determine whether the request is justified. In exceptional cases, directed readings may be recognized as seminars.

The Dean of the Faculty chooses the professor who will guide the student.

5.5.8 Validation: Registrations are valid only if they have been approved by the Director of Graduate Studies and have been recorded at the Office of the Registrar.

Students are responsible for checking whether their registration is valid. Unless they are properly registered, they will not earn credits for courses even if they pass all the examinations.

5.6 Leave of Absence

Students must be duly registered at all times (spring, fall and winter) until the end of their programme, unless otherwise stated in the regulations specific to their programme. Any breach of this rule will lead to the Registrar serving a notice of automatic withdrawal.

However, a student may obtain a leave of absence with the approval of the Director of Graduate Studies in the following circumstances:

- health problems (medical certificate required)
- family issues
- paternity or maternity leave
- financial difficulties
- professional reasons (posting, etc.)
- exceptional circumstances (legal problems, etc.)

The authorization is valid for a single session. A new request must be submitted for each subsequent session before the start of the session involved.

A maximum of three leaves of absence may be granted to a student in the course of a programme. The periods of absence are included in the calculation of the time limit set for completion of the programme. Administrative fees apply to each request.

Students who neglect to request a leave of absence and who wish to pursue their studies must fill out a new admission application form. The Admissions Committee decides whether to allow the student to start the programme again from the beginning. In exceptional cases, permission may be granted to resume studies from the point at which they were interrupted. In such instances, the student pays a financial penalty equivalent to fees for a minimum of three full-time sessions.

5.7 Evaluation and Grading

5.7.1 Principles

- All courses offered must include an evaluation component.
- The evaluation may combine various methods (written examination, oral examination, assignments, essays, oral presentations, class participation).
- The evaluation methods are clearly described in the course syllabus, but may be amended by the professor with the agreement of all students in the class.
- One can reasonably expect evaluations to cover the entire content of a course.
- The evaluation cannot cover elements not included in the course syllabus.
- Evaluation is the responsibility of the professor teaching the course.
- A panel comprised of professors selected by the Faculty evaluates the comprehensive examination.
- A panel comprised of professors selected by the Faculty evaluates the thesis or research paper.

5.7.2 Grading System

DEFINITION	Letter Grade	Point Value
Excellent	A+	9.0 - 10
Very Good	A	8.5 - 8.9
Very Good	A-	8.0 - 8.4
Good	B+	7.7 - 7.9
Good	B	7.4 - 7.6
Good	B-	7.0 - 7.3
Satisfactory	C+	6.7 - 6.9
Satisfactory	C	6.4 - 6.6
Satisfactory	C-	6.0 - 6.3
Pass	D+	5.7 - 5.9
Pass	D	5.4 - 5.6
Pass	D-	5.0 - 5.3
Failure	E	Less than 5

Nevertheless, internal regulations specific to each faculty may determine the minimal grade requirement for each programme.

5.7.3 Notes: The following codes are used on transcripts:

- ABN : Withdrawal (*appears only when a student withdraws from a course before the deadline for withdrawals, with no indication of failure*)
- ABS: Failed - absent
- AUD: Auditor
- DIS: Dissertation
- ECH: Failure
- EQU: Equivalency
- EXM: Exemption
- INC: Incomplete (*used when a student is given extra time to complete a course. Extensions are granted (in writing by the Dean) only for **medical** reasons, **family** reasons such as death or divorce, or in **exceptional** cases such as bad weather or strikes. When 10 months have passed, the student receives a reminder. If a year lapses without a grade being filed with the office of the Registrar, ECH (failure) replaces INC. Such a notation cannot apply simultaneously to more than 5 courses.*)
- LD: Reading
- NA: Not available
- OBL: Compulsory
- OPT: Optional
- PRE: Prerequisite (*Credits are not counted and the grades do not affect the student's cumulative average.*)
- REC: Research
- REP: Repeat
- SPE: Special
- TRV: Assignment

5.7.4 Supplementals

- *Supplemental examination or written assignment:* In the case of a failure, students are entitled to a single supplemental and it is the latter grade that will be recorded.

- *Repeating of a course:* If a supplemental examination or assignment is failed, ECH is indicated and the cumulative average is affected. In order to earn credits, the student must repeat the course. Since the course appears twice on the transcript, REP is indicated.
- *Repeating of a seminar:* If a seminar is failed, the student must register for another seminar. The latter grade, rather than the failing grade obtained in the first seminar, will affect the cumulative average.

5.7.5 Request for revision of grades: A student in disagreement with a grade may request a revision by following these steps:

- first direct the request for revision to the professor;
- if satisfaction is not obtained, submit an official request for revision of the grade to the Office of the Registrar and pay the required administrative fees. The Dean will entrust another professor with the re-evaluation of the student's written examination and assignment(s). The grade can be maintained, lowered or raised. The decision is final and without appeal. If the student's grade is revised upward, the administrative fees are reimbursed.

Exception: When the professor concerned is the Dean or the Director of Graduate Studies, the Master of Studies deals with the request for revision.

It is imperative that all requests for revision of grades be submitted no later than the end of the subsequent session.

5.7.6 Filing of grades: Professors file grades with the Office of the Registrar using the appropriate forms. Students who are not properly registered will not be listed on the form and will therefore not receive grades nor be awarded credits for their courses. Grades conveyed by telephone or email are not valid. The normal time limit is seven working days following the last day of the examination period specified in the schedule of sessional dates.

The Office of the Registrar has 14 working days after the last day of the examination period specified in the schedule of sessional dates to make grades available to students.

5.8 Examinations and Assignments

- 5.8.1 Examinations: The professor or Dean determines whether examinations are oral, written or as the student chooses. Written examinations remain the property of the DUC and are never returned to the students who, nonetheless, may have access to them. After a reasonable time, the faculty concerned destroys examination papers.
- 5.8.2 Assignments: Assignments and essays belong to the students, who are responsible for retrieving them in collaboration with the professors and the Office of the Registrar. All unclaimed assignments are destroyed without notice at the end of the subsequent session
- 5.8.3 Copyright: Students retain copyright on their examinations and assignments. However, the content may be used for teaching purposes.

5.9 Thesis or Research Paper Proposal

Students prepare their thesis or research paper proposal during their residency. They are encouraged to take a few optional courses that can help them with the development of their proposal.

5.10 Choice of Research Director

During their residency, students are invited to consult professors in the Faculty in order to determine who could supervise their research. In case of difficulty, the Dean or Director of Graduate Studies can assist in finding internal or external supervisors.

The names of the research supervisors must be provided when the thesis or research paper proposal is submitted.

Students with valid reasons to do so may ask to change research supervisor. This can be done once only.

5.11 Submission of the Thesis or Research Paper Proposal

The thesis or research paper proposal must be submitted according to the internal regulations of each faculty and be approved before the student can take the comprehensive examination. Depending on the programme, university credits may be granted when a proposal is accepted.

5.12 Comprehensive Examination

The comprehensive examination, if required for the programme, normally takes place after completion of all research seminars and approval of the research proposal. A panel appointed by the Faculty administers the examination.

The examination helps determine whether the student has a good knowledge of the subject in general and of the proposed area of research in particular.

The residency ends with the passing of the examination. Then the writing of the thesis or research paper can begin. The student is entitled to a single supplemental examination (to be held no later than six months after the initial examination); failure leads to expulsion from the programme.

Depending on the programme, the examination may entitle the student to university credits.

5.13 Progress of Research Work

While writing the thesis or research paper, the student must remain in close contact with the DUC, which includes meeting with the thesis supervisor at least once per session.

Each year, the Office of the Registrar sends students in the process of writing a thesis or research paper a reminder of this requirement, as well as of the remaining time allotted to complete their studies.

5.14 Submission of Thesis or Research Paper

The writing and submission of theses and research papers must comply with each faculty's internal regulations and the appropriate forms must be used. Students may decide to submit a thesis or research paper against the research supervisors' advice, but must specify that they are doing so at the time of the submission.

Payment of tuition fees ceases at that time. However, fees owing for the session underway at the time of the submission must be paid.

Exception: Upon presentation of supporting documents deemed valid by the Registrar, the student will not be obliged to pay tuition fees for the session underway if the thesis or research paper is submitted within the first 10 working days of that session. No other exception will be allowed after this time limit.

A panel of professors appointed by the authorities of the faculty concerned evaluates the thesis or research paper. Each examiner produces a complete evaluation report which includes one of the following recommendations:

- **Thesis (or research paper) accepted:** it may be presented for the defence.
- **Thesis (or research paper) accepted with minor revisions required:** it may be presented for the defence, but the revisions must be incorporated within the time limit set by the panel of examiners.
- **Thesis (or research paper) rejected with major revisions required:** it may not be presented for the defence. Revisions must be made and submitted to the Revision Committee within the time limit set by the panel of examiners, otherwise the thesis or research paper will be rejected outright.
- **Thesis (or research paper) rejected outright:** The student must withdraw from the programme.

The Faculty has a maximum of 16 weeks to appoint the panel (comprised of an odd number of professors), evaluate the thesis or research paper, and reach a final decision based on the examiners' evaluations (with significant weighting given to that of the external examiners). The acceptance of the thesis or research paper, depending on the programme, may entitle the student to university credits.

5.15 Defence

Once the thesis (or research paper) has been accepted, the student must prepare for the defence, which takes place before a panel appointed by the faculty concerned.

The panel (comprised of an odd number of professors) determines whether the thesis (or research paper) meets all scientific requirements and comes to one of the following decisions:

- Defence successful – publication recommended
 - *Diploma issued*
- Defence successful
 - *Diploma issued*
- Defence failed
 - *The student must withdraw from the programme.*

No supplemental defence is allowed.

5.16 Evaluation of Teaching and of Research Assistance

The deans are responsible for ensuring that all courses are evaluated by the students.

Regardless of their status, students are invited to evaluate the courses which they attended. Evaluations are voluntary and anonymous.

The evaluation is conducted during the second- or third-to-last class of the session.

The professor must not be present in the class during the evaluation, which takes approximately 15 minutes.

The class delegate who organizes the evaluation must deliver the same day, to the professors' secretariat, the sealed envelope containing the evaluations.

At the end of the session, the professors, the Dean and the Master of Studies receive a copy of the evaluation results. The professors (as well as the Dean and the Master of Studies) must refrain from reading the evaluations until all of their students' grades have been filed with the Office of the Registrar.

In addition, students will be asked after their graduation to submit a letter of evaluation describing:

- the difficulties that they encountered
- the factors that helped them in their studies

- the support that would have enabled them to carry out better research

5.17 Issuance of Diplomas

A diploma is issued only once the student has met all the requirements of his or her programme (including any additional conditions imposed by the Dean).

Students must inform the Registrar of their intention to finish their programme by filling out the *Intent to Graduate* form. The Registrar then determines whether the requirements have been fully met in each case, and conveys the names of the graduating students to the Academic Council, which will grant the diplomas accordingly.

5.18 Complaints and Conflicts

For problems pertaining to administrative (student and financial matters) or security matters, students are invited to lodge a complaint with the Vice-President of Administration.

For problems of an academic nature, complaints are filed with the Master of Studies, who then contacts the Dean of the faculty concerned.

In all instances, the complaint is expressed in a letter clearly describing the grounds for the complaint.

The complainant may also decide to approach the AECDO to speak on his or her behalf. In all cases, discretion is assured.

5.19 Expulsion

5.19.1 Expulsion from a programme: A student faces immediate expulsion from his or her programme of study in the following circumstances:

- a cumulative average below the required pass mark
- two failed courses or seminars
- plagiarism (only on recommendation of the Disciplinary Council)
- maximum duration of the programme reached (course work, comprehensive examination, thesis), unless the student and the Dean have signed an agreement with prior approval of the Faculty Council specifying the duration of a new registration. Such an extension is normally granted only once, for a limited time, and provided there are real possibilities of

the thesis being completed under such conditions and within the set time limits.

After consulting the Dean and the Director of Graduate Studies, the Registrar informs the student in writing.

5.19.2 Expulsion from a faculty: A student is no longer authorized to register in a programme offered by the faculty concerned in the following circumstances:

- expulsion from two programmes of study in the same faculty
- plagiarism (only on recommendation of the Disciplinary Council)

After consulting the Dean, the Registrar informs the student in writing.

5.19.3 Expulsion from the DUC: A student is no longer authorized to take courses or to access the DUC's services (library, bookstore, etc.) in the following circumstances:

- expulsion from two of the DUC's faculties
- plagiarism (only on recommendation of the Disciplinary Council)
- aggressive and/or violent behaviour
- repeated use of offensive language
- damage to property or acts of vandalism

The decision to expel a student from the College falls to the President of the DUC. Expulsions are temporary or permanent, as circumstances may warrant.

5.19.4 Appeal: If the expulsion is due to an act of plagiarism, a student may submit an appeal to the President of the DUC. After receiving a letter from the student, the President convenes the Academic Council, which makes the final decision.

The Registrar informs the student in writing of the decision reached.

6.1 Disciplinary Council

The Disciplinary Council is an independent body that meets occasionally when summoned by the Master of Studies.

Mission and mandate: Examine all alleged cases of plagiarism.

Membership: The Disciplinary Council is comprised of:

- the Master of Studies (who is Chair of the Disciplinary Council)
- the Registrar (who serves as Secretary of the Disciplinary Council, without the right to vote)
- the deans
- one regular professor per faculty nominated by each dean.

The following persons attend the meeting:

- the student accused of plagiarism
- the professor(s) concerned
- the examination supervisor(s) or corrector(s)
- the AECDO representative

6.2 Principles

- The professor must immediately report to the Dean any alleged act of plagiarism and provide documents supporting the accusation.
- If the Dean deems the case sufficiently serious, he can refer it to the Master of Studies, who calls the Disciplinary Council to a preliminary meeting following receipt of the report of plagiarism.
- The student must be informed if the Council decides to investigate the matter.
- The student is authorized to register for and attend courses as long as no decision has been reached.
- The identity of the informants (except for the professors, the examination supervisors and the correctors) remains confidential at all times.

6.3 Acts of Plagiarism (*non-exhaustive list*)

- Copy or attempt to copy in some manner during an examination
- Try to find out in advance the questions or answers related to an examination or an assignment
- Have in one's possession, use or attempt to use during an examination any forbidden documents or materials
- Be involved in the substitution of a person during an examination
- Reproduce part of an author's text, of a student's work or of a website's content, without clear indication of the references and of the dates they were consulted.
- Submit part or all of the content of an assignment prepared by a third party
- Resubmit for evaluation an assignment previously presented in another course
- Falsify data gathered in the course of a research project and present the falsified data
- Be an accomplice to any of the above-mentioned acts.

6.4 Sanctions

The Disciplinary Council may take any of the following decisions:

- no sanction
- failed assignment
- failed course
- failed session
- permanent expulsion from the programme
- permanent expulsion from the Faculty
- temporary expulsion from the DUC
- permanent expulsion from the DUC

The Disciplinary Council reaches the appropriate decision, in closed session and by a majority of votes.

The Registrar informs the student of the decision and of the rationale.

The decision to expel a student from the College falls to the President of the DUC.

CHAPTER 7

TUITION FEES

7.1 Setting of Tuition Fees

The Board of Directors, on recommendation of the President of the DUC, approves tuition fees.

Unless otherwise prescribed, each year fees increase by 4% (or by the maximum the MTCU allows). The revised amount is announced during the spring session preceding the new academic year.

7.2 Payment of Tuition Fees

The deadline for payment of tuition fees is **May 30** for the spring session, September 30 for the fall session and **January 31** for the winter session.

Students who register and pay their tuition fees in the first two days of a session are granted a fee reduction for that session. The amount of the reduction is posted no later than the first day of the session.

7.3 Late Payment

A late payment charge of \$100 applies if fees are not paid by the deadline. An additional penalty of \$5 per day is charged for each working day until the end of the session involved. If temporary financial difficulties prevent a student from paying on time, it is possible to reach an agreement with the Secretary-Treasurer before the deadline. A deposit of \$100 per course may be demanded at the time such an agreement is signed.

No student registered in a DUC programme will be admitted to examinations during a session for which fees are outstanding and/or if there is no signed agreement with the Secretary-Treasurer concerning the payment of those fees.

The Registrar withholds the grades of students who have defaulted on the payment of fees.

7.4 Notice of Withdrawal and Refund

Students who drop out of all their courses must give notice in writing to the Office of the Registrar and turn in their student card. Fees are owing for the session underway; however, fees are refunded for a half-session if a student leaves before **June 15** in the spring session, before **October 15** in the fall session, or before **February 15** in the winter session.

8.1 Privacy Policy

The DUC is firmly committed to protecting the privacy of its students and therefore makes every reasonable effort to maintain the confidentiality of their personal information. Accordingly, the following safeguards are in place:

- Only authorized personnel may consult student records after signing a confidentiality agreement.
- Information contained in student records is shared only with OSAP, the National Student Loans Service Centre, partner institutions and the MTCU. No information is disclosed to a third party without the written consent of the student concerned.
- All inactive files are destroyed according to the policy on record retention.

8.2 Record Retention Policy

- 8.2.1 Incomplete admission records: All incomplete admission applications are rejected and accompanying documents are destroyed without notice. The Registrar may decide to retain the record for no more than two months in order to allow the candidate to provide missing information.
- 8.2.2 Non-activated records: Regular student records are activated only if the candidates register following approval of admission. Otherwise, the records are not activated. They are compiled and sent to the Archives Office, where they are retained for two years. After this time, they are destroyed.
- 8.2.3 OSAP records: At the end of each three-year cycle, (following an OSAP inspection), records are compiled and sent the Archives Office, where they are retained for 10 years. After this time, they are destroyed.
- 8.2.4 Graduate records: Once the diplomas have been issued, the records of graduates are compiled and sent to the Archives Office, where they are retained for 40 years. After this time, they are destroyed.

- 8.2.5 Records of auditors and non-programme students: The policy is the same as for graduate records. After a specified period of inactivity (determined by the Registrar), the records are sent to the Archives Office.

8.3 Privacy Violation

A violation of privacy involves the unauthorized access to personal information or the unauthorized collection, use or disclosure of such information.

If the DUC detects a violation of privacy (such as computer theft, email inadvertently sent to the wrong persons or a forcible entry), it takes the following measures immediately:

- 8.3.1 Limiting of the breach of data security and preliminary assessment: The DUC takes the required steps to stop the leakage or consultation of private data.
- 8.3.2 Assessment of risks associated with the breach of data security: The DUC then determines whether the breach poses a real risk to students.
- 8.3.3 Notification: If a real risk is detected, the DUC promptly contacts the individuals concerned to inform them of the incident. In serious cases, it also notifies the Ontario Privacy Commissioner. (<http://www.ipc.on.ca/english/home-page/>)
- 8.3.4 Prevention: The DUC will immediately take appropriate measures to prevent a recurrence of the incident.

CHAPTER 9 POLICY ON ACCESSIBILITY

9.1 Existing Policy and Measures

The DUC is committed to facilitating and improving access to its services for all of its visitors. To this end, it has taken the following measures:

Persons with impaired mobility

- access ramp at the main entrance of the church
- external elevator
- internal elevator providing access to all floors in order to attend classes
- elevator within the library
- adapted bathrooms
- lowered fire alarm pull boxes

Persons with impaired vision

- access to the building with a seeing-eye dog
- immediate assistance from the DUC employees (to reach classrooms and to select books at the library)
- elevators with braille key pads

Persons with impaired hearing

- special evacuation procedure in the case of a fire alarm:
 - Professors are responsible for evacuating the classroom in which they teach.
 - The Librarian is responsible for evacuating the library and the AECDO office. He delegates the responsibility during his absence.
 - The Manager of the bookstore is responsible for evacuating the bookstore.
 - The employees of the Office of the Registrar are responsible for evacuating the student lounge and cafe. The Registrar assigns specific responsibilities to each employee.

The Vice-President of Administration is responsible for the proper enforcement of all of these measures.

9.2 Projects under Consideration

If they are approved, the following projects will be implemented gradually as the institution's budget allows.

Persons with impaired mobility

- development of a reserved parking area
- installation of signage at the main entrance level to indicate the way for handicapped persons to reach the elevator
- installation of a bell push-button at the external elevator level so that an employee can be called to open the door
- opening (as much as possible) of the hallway doors
- designing of an area reserved for handicapped persons within the library (reading-work table and computer desk)

Persons with impaired vision:

- adapting of the DUC website in order to make it more accessible to persons with impaired vision
- acquisition of a device that facilitates the reading of books (scanner)
- marking of uneven floor levels by means of reflective strips (especially near the staircases and in the hallway leading to the church)

Persons with impaired hearing:

- installation of visual alarms