

# **CHAMPLAIN REGIONAL COLLEGE**

**OF GENERAL AND VOCATIONAL EDUCATION**



## ***BYLAW NUMBER 8***

### ***BYLAW CONCERNING***

### ***STUDENT SUCCESS***

This Bylaw was adopted for the first time by Board of Governors resolution number 1961 on December 5, 2001, modified by resolution number 2415 on April 18, 2008, re-modified by resolution 2467 on November 26, 2008, amended by resolution 2486 on April 24, 2009 and re-amended by resolution 2527 on October 28, 2009.

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**Article 1 GENERAL PROVISIONS**

**1.01 Definitions**

The definitions set forth in Articles 1.01 of Bylaw Number 1 apply to Bylaw Number 8. For the purpose of this Bylaw, the following expressions mean:

- a) "Regulation 3.3.2":.....  
Regulation (RSQ, ch. C-29, r. 3.3.2) decreed by the Minister by virtue of Article 24.4 of the Act which defines special cases in which a student is considered full-time notwithstanding Article 24 of the Act;
- b) "Regulation 5.1.1":.....  
Regulation (RSQ, ch. C-29, r. 5.1.1) decreed by the Minister by virtue of Article 18 of the Act which outlines the College Education Regulations;
- c) "Regulation 5.3":.....  
Regulation (RSQ, ch. C-29, r 5.3) decreed by the Minister by virtue of Article 18.0.2, par. A) of the Act which outlines the Bylaws and policies which a college must adopt;
- d) "Full-time Student": A student in a DEC or AEC program who holds this status in a given semester by virtue of Article 24 of the Act or by Regulation 3.3.2;
- e) "Course load": The total number of course hours for which the student is registered in a given semester.

**1.02 Designation**

This Bylaw adopted by virtue of Regulation 5.3 and which is subject to the Act and all its regulations, is entitled "Bylaw concerning Student Success" and is designated as Bylaw Number 8.

**1.03 Responsibility For Application**

The Director of Studies and the Directors of Champlain – Lennoxville, Champlain – St. Lambert and Champlain – St. Lawrence are jointly responsible for the application of this Bylaw.

**1.04 Consultation With Commission Of Studies**

In accordance with Article 17.0.2 of the Act, the Board shall request the advice of the Commission of Studies on any proposed amendments to this Bylaw.

**Article 2 APPLICATION**

**2.01 General Rules**

This Bylaw shall apply to full-time students in DEC or AEC programs, including in *Session d'accueil*, who:

- a) Are diagnosed as being at risk at entry level;
- b) Fail more than one but fewer than half of their course load in a given semester;
- c) Fail half or more of their course load in a given semester;
- d) Repeatedly find themselves in situations b) or c).

**2.02 Exception**

The Director of each teaching location may waive application of this Bylaw for humanitarian reasons in rare and exceptional circumstances. This waiver must be in writing and shall only be given in a case where the students can provide supporting documentation that they could not be fully devoted to studies for serious reasons such as the student's long-term illness or the death of the student's spouse or of a member of the student's immediate family.

**Article 3 MEASURES**

**3.01 Measures For Academic Success**

The Director of each teaching location or his/her delegate shall determine in which category, referred to in 2.01, a student is considered to be.

**3.02 Measures For At-Risk Students**

Incoming students who are diagnosed as being at risk at entry level are informed, at the very beginning of the semester, of the support services that are available to them and are

required to attend a meeting where these services are explained to them. Workshops and individual follow-up are offered to them during the semester.

**3.03 Measures For Students Who Fail More Than One Course, But Less Than Half Of Their Course Load In A Semester For The First Time**

Students shall receive a personalized letter urging them to take advantage of support services, especially as related to their failed courses.

Students who fail more than one course but less than half of their course load in a semester for the first time may be required to change programs.

**3.04 Measures For Regular Day Students Who Fail The Same Course More Than Once**

**Students will be required to meet with an Academic Advisor as early as possible. Students who have failed the same course more than once may be required to change programs.**

**3.05 Measures For Regular Day Students Who Fail More Than One Course, But Less Than Half Of Their Course Load In Two Semesters Or More**

Students will be required to meet with an Academic Advisor as early as possible.. Students who have failed two or more courses more than once may be required to change programs.

**3.06 Measures For Students Who Fail Half Or More Of Their Course Load In A Semester – Academic Probation**

Students who do not pass 50% of the course load in which they registered in a given semester are placed on academic probation the following semester. The student is required to meet with an Academic Advisor or, in the case of Continuing Education, a Director or Coordinator of Continuing Education, to sign a probation

contract, which clearly indicates the number of courses to be passed. Students who have failed more than half their course load in a given semester may be required to change programs. Remedial activities will also be recommended to the student to improve chances of success.

Students who do not pass more than 50% of their course load for a second consecutive semester or who repeatedly fail more than 50% of their course load while in *Cégep* will be suspended from the College for up to one academic year.

**3.07 Measures For Students Who Were Suspended And Are Seeking Re-Admission**

Students may be re-admitted on probation under certain conditions. Students must reapply for admission to the College. Students who are re-admitted in regular day programs will be required to sign a re-admission contract.

**Article 4 PART-TIME STUDENTS**

**4.01**

The College may apply appropriate sections of this Bylaw to part-time students, as it deems necessary.

**Article 5 EFFECTIVE DATE**

This Bylaw and any amendments thereto are effective for the session immediately following the date of adoption by the Board.