

**CHAMPLAIN REGIONAL COLLEGE**  
**OF GENERAL AND VOCATIONAL EDUCATION**



**BY-LAW NUMBER 8**  
**BY-LAW CONCERNING**  
**STUDENT SUCCESS**

This by-law was adopted for the first time by Board of Governors resolution number 1961 on December 5, 2001.

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**Article 1 GENERAL PROVISIONS**

**1.01 Definitions**

The definitions set forth in Articles 1.01 of By-Law Number 1 apply to By-Law Number 8. For the purpose of this by-law, 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 by-laws 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;

**1.02 Designation**

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

**1.03 Institutional Student Evaluation Policy**

This by-law is complementary to the provisions on standing and advancement included in the Policies for the Evaluation of Student Learning at Champlain – Lennoxville and Champlain – St. Lawrence and the Policy on Evaluation of Student Learning at Champlain – St. Lambert. This by-law is also complementary to the provisions of article 7.03 of By-law # 6 and article of By-law # 7. However, in the case of a

conflict between the three by-laws, the application of this by-law shall take precedence.

**1.04 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 By-Law.

**1.05 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 By-Law.

**Article 2 APPLICATION**

**2.01 General Rules**

This By-Law 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 courses in a given semester;
- c) Fail half or more of their courses in a given semester;
- d) Repeatedly find themselves in situations b) or c).

**2.02 Exception**

The Director of each teaching location or the Director's delegate may waiver application of this By-Law for humanitarian reasons. 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 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 the Director's 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, but Fewer than Half of Their courses in a Semester for the First Time**

These students shall receive a personalized letter urging them to take advantage of support services related to their failed courses.

**3.04 Measures for Students Who fail more than One, but Fewer than Half of Their Courses in Two Semesters or More**

These students will be required to meet with an Academic Advisor as early as possible in the next semester. The Advisor shall assess the student's record and recommend a plan of action.

**3.05 Measures for Students Who Fail Half or More of Their Courses in a Semester**

These students are deemed to be in poor academic standing and must apply for re-admission. Before being re-admitted, these students must submit a letter providing the reasons they are in poor academic standing and the measures they intend to take to remedy this situation. Depending on the occurrences of this situation, the College will apply one or several of the following:

?? Place conditions on the re-admission of students in poor academic standing, such as: regular meetings with an Academic Advisor; change of program; reduced course load, attendance at learning support activities or restriction of extracurricular activities;

?? Require the student to sign a contract for the following semester which will outline their course load, a plan of action and the consequences of not fulfilling the contract;

?? Refuse to re-admit a student to the College the following semester;

?? Refuse to re-admit a student to the same program;

?? Refuse to register a student in courses that have been failed repeatedly.

**3.06 Measures for Students Who Were Refused Re-admission and Who Spent at Least One Semester Out of the College**

These students may be re-admitted on probation under certain conditions. To be re-admitted, students must submit a new application for admission. Students who are re-admitted to the College on probation are subject to the same measures as outlined in 3.05 above.

**Article 4 PART-TIME STUDENTS**

**4.01**

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

**Article 5 EFFECTIVE DATE**

**5.01**

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