



Category: 2.0 Education	Responsible Owner: Academic Board	Effective Date: May 2023
Policy/Form Number: 2.13	Approval Body: Board of Governors	Policy/Form Name: Academic Probation and Appeal Policy and Procedure

A. POLICY:

PURPOSE/COMMITMENT:

The purpose of the College Academic Probation policy is to raise awareness with students that they are at risk academically so that the student can take appropriate action that will improve the likelihood of their success. Additionally, the steps taken by the College when students do not meet the required academic standards are detailed.

A student is placed on probation if their semester GPA falls below 1.7 in University Transfer (UT) courses, or their average mark falls below 1.7 or 55% in High School courses. Students on academic probation are required to increase their next semester's GPA to 1.7 or above (or 55% or above in High School courses), in order to remove the probationary status. Students on academic probation for two consecutive semesters require permission from the Academic Probation Appeal Committee before they will be allowed to register for another semester. Student

Students on probation are normally limited to a full-time load of twelve university credits (or equivalent), or 12 secondary credits (3 courses) per semester.

Students on academic probation for three consecutive semesters in both the University Transfer (UT) and High School program, will not normally be allowed to continue their studies at Columbia College. Students may appeal to Student Services for special consideration if documented extenuating circumstances exist.

Academic Probation appeals are a serious matter and are expected to be treated as such by all parties involved. Such appeals provide a fair mechanism for students to request a review of their probationary status in a fair and transparent manner.

SCOPE:

A University Transfer student is on probation if their GPA for a semester falls below 1.7; a High School student is on probation if their GPA falls below 1.7 and their average mark drops below 55%.

WHEN TO USE THE POLICY:

The policy is used to communicate the criteria used to assess when a student is placed on academic probation and to detail the process to follow if students wish to appeal their Academic Probation status after the final grades have been posted. The policy applies to students on Probation.

DEFINITIONS:

ACADEMIC PROBATION APPEAL COMMITTEE:

Students on probation for the first time are informed via email of their status. Students can not appeal their first probation but can appeal each course grade.

A Counsellor and Senior Administrator sit on the Double Probation Appeal Committee. The resulting decision is adjudicated by the Director of Student Services should both the Counsellor and Senior Administrator do not agree.

A Counsellor and the Director of Student Services sit on the Triple Probation Appeal Committee. The resulting decision is adjudicated by a Senior Administrator should both the Counsellor and Director of Student Services not agree.

This committee(s) are responsible for reviewing probation appeals, overall student performance and extenuating circumstances, as a means of determining whether a student on probation will be allowed to continue in their program or asked to leave to demonstrate success elsewhere before reapplying to Columbia College. This Committee will either decide to allow the student to register or decide that such an opportunity is not warranted.

AUTHORIZED LEAVE:

There are a few cases where a student may be able to take a leave of up to a maximum of 150 days from their program of studies and still be considered to be actively pursuing their studies. These are for medical reasons or pregnancy, family emergency, death or serious illness of a family member and any other type of leave Columbia College authorizes.

DOUBLE PROBATION

Students are informed that they are on probation by email. Students who are on probation for two successive semesters are put on double probation and must apply for permission to register (the appeal).

To launch an appeal, students are asked to first consult with the Rights and Responsibilities Coordinator.

Students on double probation are invited to group meetings whereby the Rights and Responsibilities Coordinator invites students to submit reasons to the Committee with respect to why they should be allowed to register; these submissions are considered before the decision is made. Additional information such as medical notes and catastrophic illnesses or events, are considered as well when assessing the appeal.

Group meetings are virtual and the students can turn off identifying factors.

The decision is made by the Academic Probation Appeal Committee, which for Double Probation, is composed of one Counsellor and one Senior Administrator, and adjudicated by the Director of Student Services or designate.

Students who are denied permission to register because of their probationary status must seek readmission to the College if they wish to return; normal admissions procedures will be followed. The criteria for readmittance is detailed below.

TRIPLE PROBATION

The Triple Probation Appeal committee is made up of a Counsellor and Director of Student Services or designate with the Principal adjudicating if necessary.

Students who are on probation for three semesters in a row are blocked from registration. Such students are allowed to appeal this decision but must first consult with a Counsellor who will determine, along with the Director of Student Services, whether there exists an extenuating circumstance for an appeal, such as a documented medical illness or catastrophic incident. In this instance, Authorized Leave may be granted. A promise to work harder will not be viewed as legitimate grounds to grant permission to register.

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B. PROCEDURES:

Before the Appeal

1. Students will receive an email notifying them about the probation status once the final grades are posted and asked to consult with the Rights and Responsibilities Coordinator.
2. Students are required to make an attempt to attend the Double Probation Information Sessions that are hosted during the registration period.
3. Students who wish to formally appeal must fill out an "Academic Probation Appeal" form obtained through their student portal. There is no appeal fee for Academic Probation Appeals.
4. After the appeal form is submitted online, the Rights and Responsibilities Administrative Coordinator initiates the formal appeal process.
5. Such an appeal must be launched before the registration ends for the proceeding semester for continuing students.

The Appeal

1. Students should appeal their status online, through their student portal.
2. The appeal form will appear in the student portal only if the student is placed on Double or Triple Academic Probation.
3. Students are responsible for showing any additional documentation that can support their appeal request, such as a medical note if applicable.
4. Students are responsible for submitting the Probation Appeal before the appeal deadline.
5. Students are encouraged to reach out to the Rights and Responsibilities Administrative Coordinator if they have any questions about how to submit their appeals.
6. The Rights and Responsibilities Coordinator will access the Appeal forms for committee assessment.

After the Appeal

1. Once the Academic Probation Appeal Committee makes a decision, students will be notified within one to three business days.
2. If the Academic Probation Appeal Committee supports the student's Appeal, the student can proceed with registration for the following semester.
3. If the Academic Probation Appeal Committee denies a student's Appeal, the student can attend the Required to Withdraw meeting, to learn more about their options, which include enrolling in three UT courses at another approved academic institution. The student should see an Academic Advisor for course approval before enrolling in another institution.
4. The Academic Probation Appeal Committee's decision is final.

Re-admission:

1. Students who wish to return to Columbia College must apply for re-admission and present a minimum GPA of 2.0 (C average) on at least 9 University Transferable credits (3 UT courses), or 3 High School courses if applicable, with no grade less than a C-.
2. The College Admissions Officer readmits students who meet the readmit criteria showing improved performance at another approved academic institution.
3. As per the Columbia College residency requirement, Associate Degree students must complete both their last ten (10) courses and all second year courses at Columbia College. However, if the student is readmitted to the College on the basis of meeting the readmit criteria detailed above, the residency requirement will be waived, and the courses completed elsewhere will be assessed for credit.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

Academic Probation Appeal Form (available from Rights and Responsibilities Coordinator)

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

C. APPROVALS:

F APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: May 2028	Dates(s) revised:	Replaces Policy/Form Number:
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