

## **Progression Academic Policy:**

### Purpose:

The Academic Progress Policy outlines the procedures for monitoring student performance and addresses the steps to be taken if academic standards are not met.

The policy ensures that students have the opportunity to assess their progress at the midpoint of their program. This allows them to understand the necessary actions required for successful program completion and identify the tools and resources needed to graduate.

The College is obligated to provide students with one mid-point evaluation of their progress before they reach the halfway mark of the program's total duration. For programs longer than 12 months, an evaluation must be conducted every 12 months, ensuring that students receive an evaluation before completing half of each period, which would be 6 months.

During the evaluation, students are assessed in four key areas:

1. Attendance
2. Motivation
3. Learning Progress
4. Overall Progress

The evaluation ratings include: Satisfactory, Good, fair, Very Good, and Excellent.

Guidelines for completion of reports:

The following guidelines apply to the completion of progress reports:

1. Ensure that the student's registered name is used, avoiding the use of unofficial names or nicknames.
2. Recognize that each student is unique, facing individual challenges and obstacles. Therefore, comments on the progress report should be tailored specifically to each student.
3. Encourage instructors to engage in productive one-on-one discussions with students to address their strengths, weaknesses, and strategies for improvement.
4. Both students and instructors are required to sign the progress reports after their private discussion.
5. The progress report should be dated either on or a week before the midpoint of the study period.

Process:

The process for completing and filing the Progress Report (PR) involves the following steps:

1. The Program Coordinator sends an empty PR to the instructor via email with instructions and supporting documents of the expectations required.
2. The instructor fills out the PR with appropriate comments and sends it back to the Program Coordinator.
3. The Campus Manager reviews the comments provided in the PR and emails them back to the instructor with approval.
4. The instructor emails the PR to the student and requests them to review, sign, and date the report.
5. Instructor will set aside a specific time and date to meet privately with the student to discuss comments and makes any necessary additions or edits to the PR.
6. The instructor collects the signed PR from the student, signs and dates it, and emails the revised/ and or original signed report back to the Program Coordinator.
7. The Manager reviews, signs, dates, and securely files the report for future reference and safekeeping.

### **In good standing and At-Risk Students:**

#### Satisfactory Academic Progress:

Students who meet the minimum requirements for academic progress will be considered to be making satisfactory academic progress and will remain in good standing throughout the academic year. The instructor and program coordinator will monitor and observe their progress to ensure this status is maintained.

#### Academic Probation:

Students who fail to meet attendance and academic requirements will be placed on Academic Probation. Being on Academic Probation indicates that the student is no longer in good academic standing and is not making satisfactory academic progress. Instances of Academic Probation will be noted on the mid-point Progress Report. Students on Academic Probation will remain in this status until they fulfill all the graduation requirements. Upon completion of these requirements, students on Academic Probation will automatically return to Satisfactory Academic Progress.

#### Appeals for Academic Probation Removal:

Students may submit an appeal to be removed from Academic Probation in cases of unusual or extraordinary circumstances, such as:

- Family difficulties
- Medical attention
- Illness
- Death in the family
- Interpersonal relationship problems
- Financial hardships

The appeal documentation should include:

- A written letter explaining why the student did not meet the requirements for Satisfactory Academic Progress
- Supporting documentation that validates the reasons as to why the student has not met Satisfactory Academic Progress requirements
- An explanation of the changes that have taken place or will be implemented, demonstrating how the student will be able to meet the SAP requirements in the future.
- An official Academic Plan of Recovery, developed by the student and program coordinator, outlining the strategies that will be followed in the remaining part of the academic year to meet Satisfactory Academic Progress requirements.