



# Academic Probation Resource Sheet

### Checking in:

- Work/School/Life balance (reducing course load/employment hours/other)
- Career Plans/Program fit
- Transition/Adjustment to College
- Living Arrangements/Home Life
- Social Connections
- Other

### College Resources:

- Aboriginal Student Services (NW Room S4830, DL Room B3152)
- Academic Advising (NW Room S2700, DL Room A1450)
- Accessibility Services (NW Room S4600, DL Room A1050)
- Career Centre (NW Room S2844, DL Room A1430)
- Counselling (NW Room S4600, DL Room A1050)
- Douglas College Student Groups, Clubs, and Volunteering (see Douglas College website)
- Financial Aid (NW Room S2740, DL Room A1030)
- International Office (NW Room S2800, DL Room A1301A)
- Learning Centre (NW Room N2105 in the Library, DL Room A1040)

### Course Options:

- Student Success – Introduction to College Studies (STSU 1100)
- Human Development – Career Explorations and Personal Development (HUMD 1130)
- English Language Learning and Acquisition (ELLA)
- Math and English Upgrading
- Option to Repeat a Course

Course Withdrawal Deadline: \_\_\_\_\_

Action Plan:

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I acknowledge that I have met with a counsellor to discuss and receive information regarding resources at Douglas College to support my academic plan.

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Counsellor: \_\_\_\_\_

## **ACADEMIC PROBATION REGULATIONS AND PROCEDURES**

Please refer to the **Douglas College Academic Performance Policy** for full details  
Douglas College > About Douglas > Governance > Policies > Educational

1. A student will be placed on academic probation if his/her cumulative grade point average (GPA) is **below 1.50 over a minimum of 9 credits**.

The student will be advised in writing of his/her status by the Registrar, and will be required to book an appointment with a counsellor by a prescribed date prior to re-registering. If the student fails to meet with a College Counsellor, their access to registration will be blocked.

The counsellor will clarify the College's Academic Performance Regulations and GPA calculations with the student. The counsellor will also help the student understand causes of their academic difficulties, and problem-solve strategies for improvement. They will complete a Registration Clearance form to be sent by the counsellor to the Registrar's Office. This removes the block and allows registration for the upcoming semester.

2. Once the academic probation registration block has been removed, the student's academic performance will be reviewed at the end of the next attempted semester.
3. If the student's cumulative grade point average rises to **1.50 or above**, the student will be taken off probation. However, if the student's cumulative grade point average **remains below 1.50 for a second semester**, the student will be notified in writing by the Registrar and will continue on probation until his/her **cumulative grade point average rises to 1.50 or above**. The student will also be limited to **maximum enrollment of nine credits** per semester. After **three consecutive semesters** with a GPA below 1.50, the student will be required to meet with the **Registrar**. At this meeting, the Registrar will develop a remediation plan (i.e. academic success plan) with the student, which may include course restrictions or being required to withdraw. If the student does not show progress towards meeting the minimum cumulative grade point average, the Registrar may require the student to withdraw from the College for one (1) semester.
4. A student who has been granted readmission to the College after being required to withdraw remains on probation, is initially limited to a maximum enrollment of nine credits, and must achieve a GPA of 1.50 or better. **A student who does not attain this level over the first nine (9) credits after their return will be required to withdraw for another semester or meet with the Registrar to develop a remediation plan.** This remediation plan may include restrictions on what courses the student is permitted to take until the student's semester GPA rises to 1.50 or above.

A student in letter-graded credit courses who has been required to withdraw from the College due to unsatisfactory academic performance **may apply for re-admission a maximum of twice**. After a third withdrawal for unsatisfactory academic performance, a student may apply for re-admission to the College after a waiting period of five (5) years.

### **Course Repeats**

Under the Course and Status Changes policy, there are restrictions on the number of times a student may register in the same course. Normally, the maximum permitted attempts at a letter-graded course is two times, while the maximum permitted attempts at a mastery-graded course is three times. Students should refer to the Course and Status Changes policy for details: Douglas College > About Douglas > Governance > Policies > Educational

**Link to GPA Calculator:** Douglas College > Student Services > Advising > FAQs > How do I calculate my GPA for my Douglas courses? > GPA Calculator