

Academic Warning and Probation Operating Procedure

Operating Procedure ID: OP 2-203a

Approved by: Vice President, Academic

Executive(s) Responsible: Vice President, Academics; Vice President, Operations

Administrator(s) Responsible: Student Success Manager; Registrar; Financial Aid Officer

Revision Date: February 7th, 2025

Effective Date: April 1st, 2025

Next Review Date: February 2026

Background and Scope

Every student is expected to study intently, monitor their own progress, and communicate their needs to their faculty and to the institution to engage the support services available to them. Students still, for whatever reason, sometimes fail to maintain satisfactory academic standing (see 2-203 Academic Standing and Progression Policy for more details). In these cases, the Ontario Institute of Health and Innovation (OIHI) has scaffolded a warning system and associated support services to ensure the maximum probability of success for all students.

OIHI's Academic Warning and Probation statuses intend to help students recognize and understand their performance and its potential consequences as well as provide an opportunity engage vigorous support services designed to facilitate student success.

This procedure applies to OIHI students who fail to meet the minimum academic requirements as outlined in the 2-203 Academic Standing and Progression Policy. The procedure involves Student Success, Registrar, and Financial Aid working units.

Definitions

Academic Advising: Serves to identify and monitor students who demonstrate risk factors such as low grades, lack of attendance, disengagement, or other indicators of potential academic struggle; this is a process of proactive work to guide such students, helping them to overcome academic and personal challenges that could impede their progress and supporting their engagement with the college's resources.

Academic Dismissal: Students who are administratively withdrawn from the program for academic reasons. These are students who fail to meet the minimum academic requirements while on the second academic probation, resulting in a dismissal from the institute.

Academic Misconduct: Refers to a breach of ethical or institutional standards within an educational setting. It encompasses a range of actions that undermine the integrity and fairness of the learning process and the evaluation of a student's academic performance. It includes, but is not limited to, plagiarism, cheating, fabrication, collusion, forgery, violation of exam rules, falsifying documents or identity.

Academic Warning: A status assigned to students who fail to meet the minimum academic requirements during their program for the first time. This status signals the need for improvement. Students who receive an academic warning develop a learning plan in collaboration with Student Success which outlines how they are to improve their performance.

Learning Support Plan: Is a document that a student and Student Success Manager or designate collaboratively create which outlines recommendations to the student on how they can improve their performance (e.g. meeting with an Academic Department designate, connecting with facilitators and faculty, accessibility, career, and library services).

Academic Probation: A status assigned to students who fail to increase their cumulative grade average after receiving an academic warning status. Students on academic probation develop a learning contract in collaboration with the academic department which outlines precisely how they are to improve their performance. Students who fail to meet the minimum academic requirements or the conditions stipulated in their learning contract may be academically dismissed from their studies at the institute.

Learning Contract: A learning contract outlines specific activities the student must take to improve their performance. Specific activities could include mandates on attendance, assignment submission deadlines, mandatory workshops or lessons with learning support services.

Attendance: Is the act of being present at scheduled classes, lectures, or other required educational activities within the academic program. It includes actively participating in the educational process by being physically or virtually present, engaging in discussions and activities, and fulfilling other requirements as specified by the institution.

Cumulative Grade Average: Represents the weighted average of all grades achieved in all completed courses up to the time of calculation.

Minimum Academic Requirements: The threshold of academic performance necessary to be in good academic standing. The minimum academic requirements at OIHI are active participation and an average attendance of 70% across the program, a cumulative grade average 60% unless otherwise stated and consistent academic honesty.

Purpose of the Operating Procedure

The purpose of this operating procedure is to establish a systematic mechanism for identifying and processing students who are not in good academic standing (see 2-203 Academic Standing and Progression Policy for these requirements). It also establishes the support that should be provided to students falling below the minimum requirements for whatever reason.

This operating procedure is distinct from at-risk student support. The primary distinction is that OP 2-200a At-risk Student Identification and Support Operating Procedure is an institutional response to students **likely to** lose their good academic standing and this OP 2-203a Academic Warning and Probation Operating Procedure is an institutional response to students who **do not** meet the minimum academic standards. It describes how academic warnings and probations are issued, how these students are supported and what occurs if they continue to fail to meet the minimum standards.

Roles and Responsibilities

Student Success Manager: Is responsible for monitoring student performance, including attendance, cumulative grade average, and instances of academic misconduct. They are responsible for issuing academic warnings and probation as well as the associated communications with the student. In addition, Student Success Manager or designate delivers support in the form of one-on-one advising, learning plan and contract development and workshops. They communicate with the Registrar regarding the status of students and, in the event of an academic dismissal, coordinate with the Registrar to process the removal of the student from college systems. The Student Success Manager updates the Financial Aid Office when students fall below satisfactory academic standing.

Registrar's Office: The Registrar is responsible for student records and is the authority in changing a student's status. The Registrar administers dismissals for all reasons including due to unsatisfactory academic performance. The Registrar makes changes to a student's record in the student information system (SYS).

Financial Aid Office: Is responsible for administering student financial assistance from a variety of sources, most notably in Ontario is OSAP. Students not in good academic standing jeopardize their eligibility to continue receiving financial aid from federal or provincial student assistance programs. When a student receiving financial assistance receives an academic warning or probation, the Financial Aid Officer meets with students to explain the importance of maintaining good academic standing in respect to remaining eligible for financial aid.

Academic Director: Is responsible for the administrative effectiveness of this and other academic procedures. The Academic Director has oversight and supervision on the issuing of academic warnings and probation as well as the delivery of academic supports for those students receiving them. The Academic Director issues signed probation letters to students who are not in good academic standing.

Quality Assurance Manager: Is responsible for the continuous improvement of institutional mechanisms, including academic warning and probation. The Quality Assurance Manager monitors and reflects on data regarding student performance to develop improvement plans in collaboration with the Academic Director.

Pre-requisites

1. Student grades must be received in a timely manner to ensure accurate reflection of student performance in the system.
2. Academic misconduct must be reported and recorded accurately and shared internally with the Student Success Manager.

Procedures

1. A student who fails to meet the minimum academic requirements for good standing as defined in 2-203 Academic Standing and Progression Policy is issued an academic warning.
 - 1.1. The Student Success Manager or designate sends an email to the student explaining the reasons they are receiving an academic warning; this typically would be a cumulative grade average below 60% or the passing grade, whichever is higher. The email references the 2-203 Academic Standing and Progression Policy and this operating procedure while detailing the next steps that are needed to identify a path

forward for the student. The email also explains that although the student will not be able to graduate while still on a warning or probation, this status will not be reflected on their transcript.

1.2. The student's name and number are recorded or otherwise tracked in a manner accessible to other academic staff, the Registrar's Office, and Financial Aid Office.

1.2.1. The Financial Aid Office must be notified or otherwise informed of which students are performing below the minimum requirements so that OSAP and other financial aid programs can be properly administered.

2. Students placed on academic warning must meet with the Student Success Manager or designate to reflect on their academic performance and identify the proximate and ultimate causes of their underperformance. This meeting ought to include a referral to accessibility, health and wellness and other services available to help the student identify any unmet needs they may have contributing to their underperformance. During the meeting, the student and the Student Success staff member should develop a learning plan which describes actionable steps the student can take to improve their performance to remove the academic warning.

2.1. Proximate causes of low academic achievement are identified by reviewing grades within courses. Examples of proximate causes include failure of a final exam, unsuccessful practice, and poor attendance. The student should reflect precisely on what specific assessments or other academic activities caused their academic warning.

2.2. Ultimate causes are deeper phenomena which contribute to the presentation of poor academic performance. Examples of ultimate causes include a lack of understanding of citation practices, poor study habits, low motivation, poor nutrition, and physiological or psychological ailments. The student should be prompted to list what they think are contributing factors in their lives to academic underperformance.

2.3. The learning plan must include the following actions that the student should take in order to improve their academic performance:

2.3.1. Good attendance and punctuality

2.3.2. Assessment submission before deadlines

2.3.3. Compliance to 2-201 Academic Integrity Policy

2.3.4. Regular meetings with the Student Success Manager or designate

2.3.5. Additional academic support services, such as tutoring and workshops, recommended by the Student Success Manager or designate

2.3.6. The learning support plan does not have to be signed by the student

3. If the student is not in good academic standing by the deadline established in the learning support plan they are placed on probation.
 - 3.1. An email is sent to the student communicating this status by the Student Success Manager on behalf of the Academic Director, copying the Registrar's Office, Academic Director, and Financial Aid Office.
 - 3.1.1. A letter signed by the Academic Director is attached to this probation email detailing the severity of the status by reiterating that the student will be unable to graduate while the probation is active. The letter should also note that there may be implications to a student's funding due to the probation status.
4. Students on academic probation are to meet with the Student Success Manager or designate and the Program Lead/Supervisor. During this meeting, the Student Success Manager or designate explains that probation is the last step before dismissal from the college for underperformance. The meeting reviews the student's performance record and identifies specific areas of improvement in a binding learning contract which is signed by all parties present.
 - 4.1. The learning contract mirrors the learning support plan in its identification of proximate and ultimate causes of poor performance. The contract, however, constitutes a formal agreement, outlining the consequences of failing to meet its conditions, and is signed by the student and the Student Success Manager or designate in the meeting.
 - 4.2. The Student Success Manager or designate and the student should revisit the learning support plan created previously when the academic warning was issued to try and identify why it was not successful in facilitating the improvement of the student's performance.
5. The Student Success Manager or designate may need to involve other departments and services, such as Accessibility or Student Relations, to support students with difficulties beyond the scope of their role.
6. Learning plans and contracts should be kept on file in a secured location and accessible to the Student Success Manager and college leadership for review and accountability.
7. Should the student fail to improve their performance by the deadline established in the learning contract, the Registrar's Office dismisses the student through a process of administrative withdrawal for academic reasons (see 4-402 Administrative Withdrawal and Expulsion Policy for details) and lists academic performance in the documented record.
8. Student Success must treat personal information shared by the student as confidential throughout the process.

Post-Procedures

1. The Student Success Manager collaborates regularly with the Financial Aid Office to ensure they have the most up-to-date information regarding students on warning and probation.
2. Student Success continuously updates college leadership on the number of students receiving academic warnings and those being placed on probation. They should also communicate any trends that they are noticing from their meetings with these students.
 - 2.1. Trends in the reasons students fail to meet the minimum academic requirements may reveal opportunities to improve our operations to better support student success.
3. The Quality Assurance Manager reviews and reflects, in collaboration with the Academic Director, on data regarding student performance, including issued warnings, probations and dismissals during the annual monitoring and cyclical review processes.

Related Legislation

- Ontario Career Colleges Act, 2005

Related Policies

Policy Name	Policy Number
Academic Advising Policy	2-200
Academic Standing and Progression	2-203
Administrative Withdrawal and Expulsion Policy	4-402