	Number **8619**	**STUDENT PROBATION**
Selkirk College	Replaces	Previously included in 8610:Admissions & Standards
Policies and Procedures	Effective	2014-08-01	Next review :	2019-01-14

Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2014-05-21
VP Education & Students	Registrar	Recommended/Approved by Education Council	2014-10-06
		Approved by President	

1. **PURPOSE**

This policy fulfills the following purposes:

(1) To provide guidelines for placing a student on probation,

(2) To outline the process by which a student is informed of being placed on probation,

(3) To identify the process by which a student is removed from probation, and

(4) To identify the consequences if a student fails to meet the conditions of probation.

2. **SCOPE / LIMITS**

(1) This policy applies to all students registered with Selkirk College.

(2) A student may be placed on academic or behavioural probation, or both.

3. **PRINCIPLES**

(1) Selkirk College recognizes that students require various levels of support and guidance throughout their enrolment and that probation is one method which can, in a structured and measurable way, help students meet course/program requirements or to meet the behavioural expectations as stated in Selkirk College Policy 3400 Student Code of Conduct.

(2) Probation is not intended to be punitive; however, the conditions of the probation must be met to be removed from probation and failure to meet the conditions will have consequences that may include withdrawal from a course or program.

(3) Probation will include a remedial plan, developed with the student by the School Chair and/or Counsellor to address issues identified in the probation letter. The remedial plan may be included in the probation letter or may be a separate document.

(4) A student who is contacted through the Early Alert System and other means is not automatically placed on probation.

4. PROCEDURES

(1) The criteria used to place a student on probation will be communicated to students in orientation materials. All students will be provided a link to this policy and the relevant program policy on the Selkirk College website. Other information on probation is included in the relevant program policy.

(2) The appropriate Dean, School Chair or designate may place a student on academic or behavioral probation. The probation will be communicated to the student in a probation letter.

The probation letter will:

- Specify the type of probation: academic, behavioral or both,
- Specify the length of the probation, and its expiry date,
- Describe the issue(s) leading to the probation,
- Identify the conditions, including achievements and time frames that must be met to be removed from probation and/or to meet graduation requirements. This may include the required grades to give the student the minimum required cumulative grade point average and/or the grades necessary for graduation.
- Advise the student to seek College support services, including a referral to a College Counsellor,
- Be discussed by the Dean, School Chair (or designate) with the student,
- Be signed by the Dean, School Chair (or designate) and student indicating that the probation has been discussed (failure to obtain a student signature on the probation letter will not negate the probation),
- Be provided to the student by Selkirk College student email,
- Be copied to the Registrar and the Dean who oversees the student's particular program,
- In the case of international students, be copied to Selkirk International,
- In the case of ACE-IT students, be copied to the School District liaison.

(3) Communication regarding the removal or extension of a probation or the requirement to be withdrawn from a course or program on the basis of a failed probation will be communicated to the student and all the original recipients of the Probation Letter.

(4) A student who meets the requirements of the letter of probation will be considered as removed from probation upon the expiry date noted on the Probation Letter. A School Chair may remove the probation prior to the expiry date of the probation.

(5) A School Chair may extend the term of probation; notation will be made in the student file.

(6) A student who fails to meet the requirements in the letter of probation may be required to withdraw from the course or program. In such cases, the School Chair will make a written recommendation to the Dean referencing what elements of the Probation Letter the student has failed to meet. The Dean will decide whether the student will be withdrawn and will notify the student of the decision. This process normally occurs at the end of a semester. In circumstances where it is clear that the student will not meet the

academic or behavioral requirements of probation, the student may be required to withdraw before the end date of the probation and/or semester.

(7) A student who is required to withdraw on the basis of this policy is required to obtain written permission from the appropriate School Chair (or designate) and Registrar as part of the re-application process.

(8) A student may be placed on academic probation during the first two-thirds of the semester or equivalent. Academic probation is usually issued for time frames of up to one semester. In some cases probation may be longer.

(9) A student may be placed on behavioral probation at any time during the program. Behaviour probation may be issued for time frames up to the length of the program.

(7) A student placed on probation or required to withdraw as a result of probation may appeal the probation by following the appeals procedure specified in Selkirk College Policy 8400 Student Appeals.

5. Related forms

Student Probation Letter Template(s)

6. OTHER RELEVANT POLICIES

Glossary of Education Terms in 8610
8612 Grading Policy
8613 Student Evaluation Policy
8614 Advanced Standing Policy
8615 Standards of Academic Progress
8616 Withdrawal Policy
8617 Graduation
3400 Student Code of Conduct
8400 Student Appeals
6550 Protection of Privacy
8600 College Readiness Tool