## Academic Probation Contract: Part 1 for Students

Please read the following questions and answers before completing the form.

#### What is Probation?

Our records indicate that you were unsuccessful in meeting the requirements of progressing to the next level of your program study and have been put on academic probation.

#### What are the requirements to progress?

In order to progress to the next level of your program study, all students must achieve the following conditions:

- a semester Grade Point Average (GPA) of 1.0 or greater
- a passing grade in 66.66% (2/3rds) of your registered course load
- successful completion of prerequisite and/or co-requisite course(s) if applicable
- successful completion of mandatory course and/or semester requirements (such as non-academic requirements among others) as determined by the program.

#### What does probation mean for me?

When you are put on academic probation, the College withdraws you from your program and removes your student timetable. You are no longer a registered student until you complete the probation contract with your program coordinator and re-establish your enrolment with a developed course load.

#### What does this mean for my education?

Fleming College values student success; and for students who are struggling, we have this probation process to formalize a meeting with your program coordinator to get you back on track with your studies and improve your success. Think of this as an opportunity for formal academic advisement.

#### Is academic probation permanent?

Not at all. Academic probation is merely a status that gets applied for one semester. After your meeting with your program coordinator which you will arrange, and subject to space availability, payment of fees, and delivery of courses, you could resume your studies in your program, or a different program.

### What happens if I am on probation a second time?

If you fail to clear your probationary status in the term that you return, you will be suspended from the college for a period of at least one subsequent academic semester of your next program delivery and will need to apply through the normal College admission process for re-admission to the program. Readmission into the program is not guaranteed.

#### What does this mean for my financial assistance?

Because you were unsuccessful in meeting the progression requirements this semester, your financial assistance funding (examples OSAP, second career, band funding, or WSIB) may be affected. It is **your** responsibility to contact the Office of the Registrar to determine whether your financial assistance is in question.

#### How do I get back to class?

It is **your** responsibility to initiate the probation process by following the steps outlined in this email and the chart below. If I do not follow the steps as described, you will not have a timetable or be readmitted to your program as availability of spots is not guaranteed.

# Academic Probation Contract: Part 1 for Students

## Please complete all components of this form

Name:	Student Number:
Program:	Semester Level:
E-mail: (Fleming College e-mail)	Phone Number: (Current working phone number)
· · · · · · · · · · · · · · · · · · ·	
1. Student received email advising of Probation Status from the Registrar Office.  *Your program coordinator email was included as a link.	5. Once Part 2 of the Probation Contract is completed, program coordinators will email Part 2 to <a href="mailto:records@flemingcollege.ca">records@flemingcollege.ca</a> and carbon copy the
2. Students complete Part 1 Probation contract. YOU ARE HERE!	student. Alternatively, this can be printed and photocopied with the original retained by the Registrar's Office.
3. Students send THIS form (Part 1 of their Probation contract) as an attachment in an email requesting a face-to-face or telephone meeting with their program coordinator.	6. If there are sufficient seats in the program of study, the student's registration will be reestablished and a timetable will be generated.
<b>—</b>	
4. Once a meeting is arranged, student and program coordinator will review Part 1 and complete Part 2 of the probation contract together.	Students will resume classes but will remain on their probation contract and the conditions mutually agreed to until they return to Good Standing.  If a student does not progress to Good Standing by the end of the semester, they will be suspended from the college for a minimum of one academic semester

Hours worked	SECTION 1		
Study hours/week	Possible Barriers to Success (Please check off an	y/all that apply)	
□ Difficulties with living situation □ Learning Difficulties □ Financial difficulties □ Not interested in program  SECTION 2  Briefly describe why you think you were unsuccessful this past semester. This may include any of the barriers listed above or any other issues that may have occurred over the semester. (Text box will expand as you type)  SECTION 3  Student Plan to Succeed (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) — Text Box will expand as you	☐ Hours worked	☐ Personal challenges	
□ Financial difficulties □ Not interested in program  SECTION 2  Briefly describe why you think you were unsuccessful this past semester. This may include any of the barriers listed above or any other issues that may have occurred over the semester. (Text box will expand as you type)  SECTION 3  Student Plan to Succeed (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) – Text Box will expand as you	☐ Study hours/week	☐ Not understanding course material	
SECTION 2  Briefly describe why you think you were unsuccessful this past semester. This may include any of the barriers listed above or any other issues that may have occurred over the semester. (Text box will expand as you type)  SECTION 3  Student Plan to Succeed (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) — Text Box will expand as you	☐ Difficulties with living situation	☐ Learning Difficulties	
Briefly describe why you think you were unsuccessful this past semester. This may include any of the barriers listed above or any other issues that may have occurred over the semester. (Text box will expand as you type)  SECTION 3  Student Plan to Succeed (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) – Text Box will expand as you	☐ Financial difficulties	☐ Not interested in program	
SECTION 3  Student Plan to Succeed (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) – Text Box will expand as you	SECTION 2		
<b>Student Plan to Succeed</b> (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) – Text Box will expand as you	barriers listed above or any other issues that may have occurred over the semester. (Text box will		
<b>Student Plan to Succeed</b> (Outline your plan for success including supports you will seek that would be helpful as well as identifying any program status changes or switching) – Text Box will expand as you			
helpful as well as identifying any program status changes or switching) – Text Box will expand as you	SECTION 3		
	helpful as well as identifying any program status		
Click here to enter a date.  Student Name – Type in Name  Date	Student Name – Type in Name		