

PCP Program - Academic Status Guide

PCP – 1.0 demerit point value assigned to all failures of weighted written and full call practical exams and 0.5 demerit point value to segmented call exams

Academic Standing	Triggering Event	What does student do?	What does the division/school/centre do?	What does institution do?
In Good Standing				Record study on transcript
Academic Warning	1.0 Demerit points monitored & identified by Division	Meet with Regional Training Coordinator (RTC)	<ul style="list-style-type: none"> • RTC meets with student to discuss academic progress • RTC advises of available learning support resources • RTC documents meeting and agreed plan 	<ul style="list-style-type: none"> • Provide access to support through the Manager of Student Learning Supports and Disability Resources • Warning letter issued from Registrar's Office
If student on Academic Warning achieves passing grades with no demerit points in the next set of exams they will be restored to In Good Standing academic status				
Academic Probation	Academic Warning status and additional 1.0 demerit points (i.e. student now has a total of 2.0 demerits)	<ul style="list-style-type: none"> • Meet with RTC • Must develop Education Plan 	<ul style="list-style-type: none"> • RTC meets with student to advise on status • RTC documents meeting and agreed plan • RTC assists in development of student directed Education Plan 	<ul style="list-style-type: none"> • Encourage access to support through the Manager of Student Learning Supports and Disability Resources • Probation letter issued from Registrar's Office
If student on Academic Probation achieves passing grades with no demerit points in the next set of exams they will be restored to Academic Warning status.				
Required to Withdraw	<ul style="list-style-type: none"> • Academic Probation status and additional 1.0 demerit points (i.e. student now has a total of 3.0 demerits) • Unsuccessful on a weighted exam retest 	Student will be required to withdraw from the program.	RTC discusses with student possible educational study options during withdrawal period	<ul style="list-style-type: none"> • Permanent record on course history <ul style="list-style-type: none"> ○ "F" in course in which enrolled ○ "W" for subsequent courses ○ Program status: Withdrew • Required to withdraw letter issued from Registrar's Office

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Re-admission	Within 1 year of withdrawal	<ul style="list-style-type: none"> • Must re-apply to the program during the application intake period and meet all admission requirements including the candidate selection process in place at that time. • Student must indicate re-entry point including course audit request as part of their application on the document submission form. • Student must reapply to the program during application intake period. <ul style="list-style-type: none"> • Within 1 year for entry point for any course after PARA1100 • Anytime for start of program (PARA1100) • Student account must be in good standing for application to be considered. • Once accepted to the program student must develop a new education plan 	<ul style="list-style-type: none"> • Program Manager reviews application. • If accepted division sends seat offer letter. • RTC assists in development of new student directed Education Plan 	<p>Re-admission approved:</p> <ul style="list-style-type: none"> • Encourage access to support through the Manager of Student Learning Supports and Disability Resources • Student re-enters on Academic Warning status until next set of exams • If student receives no demerit points student goes back to In Good Standing status • If student accumulates a further 2:0 demerit points, they will be required to withdraw

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<p>Second Requirement to Withdraw</p>	<ul style="list-style-type: none"> • Re-admitted student accumulates a further 2.0 demerit point • Unsuccessful on a weighted exam retest 	<p>After a second unsuccessful attempt student must withdraw from the program</p> <p>If the student wishes to re-enter the program at a future date they must re-apply and meet all program application requirements including candidate selection process in place at that time.</p> <p>If re-admission to the program is approved student will be required to retake the entire program starting with PARA-1100.</p>	<p>Program Manager reviews second academic withdrawal decision with Director and Dean and forwards to the Registrar</p>	<p>Registrar's Office sends academic withdrawal letter to student explaining re-application requirement.</p>
<p>Student Directed Education Plan</p>	<ul style="list-style-type: none"> • Recommended when student is placed on academic warning • Required when student is placed on academic probation • Required when student is re-admitted to the program after being required to withdraw 	<p>Student develops education plan with the following in mind:</p> <ul style="list-style-type: none"> ○ Explanation of poor educational performance ○ How will these issues be corrected or improved ○ What academic or vocational activities have taken place after leaving institution ○ What academic upgrading or study elsewhere has taken place ○ What is the purpose of study at the institution and has it changed in any way 	<ul style="list-style-type: none"> • RTC meets with student to discuss education plan and to provide additional guidance • Stores a copy of education plan in file 	<p>Encourage access to support through the Manager of Student Learning Supports and Disability Resources</p>

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Notes:

- The maximum number of times a student can enrol in the same course is twice. In extenuating circumstances students may petition the Registrar's Office.
- Related JIBC policies and procedures can be viewed at <http://www.jibc.ca/about-jibc/governance/policies>