



Academic Probation Resource Sheet

College Resources:

- [Indigenous Student Services](#)
- [Student Success Advisors](#)
- [Accessibility Services](#)
- [Career Centre](#)
- [Counselling](#)
- [Douglas College Student Groups, Clubs, and Volunteering](#)
- [International Office](#)
- [Learning Centre](#)
- [Link to GPA Calculator](#)

Course Resources:

- [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
- Request to [Repeat a Course](#)
- Option to submit a [Request for Exception \(Petition Form\)](#) due to Extenuating Circumstances (e.g. Medical)

Course Withdrawal Deadline: _____

Action Plan:

ACADEMIC PROBATION REGULATIONS AND PROCEDURES

Please refer to the [Douglas College Academic Performance Policy](#) for full details

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.