



PURPOSE

The institution is committed to supporting student success through clear progression standards, early intervention, and accessible learning supports. This guide outlines the resources, expectations, and procedures that assist students in maintaining satisfactory academic progress and successfully completing their program. These supports apply to all students enrolled in institutional programs, including those with practicum or work experience components.

REGULATORY FRAMEWORK

This guide supports the institution's Academic Standing, Attendance, Active Participation, Student Records, Admissions, Graduation, and Student Support policies. It is intended to promote student success while supporting compliance with applicable provincial legislation and regulatory requirements, including PTIRU requirements and StudentAid BC administrative policies, where applicable.

ACADEMIC PROGRESSION

Students are expected to maintain satisfactory academic progress by attending classes, actively participating in learning activities, successfully completing course requirements, and progressing through their program according to their approved schedule.

Academic Advising & Program Planning

- The Senior Education Administrator provides guidance on academic progression, course expectations, and strategies to address academic difficulties.
- The Education Coordinator assists with program planning, course sequencing, and graduation requirements.

Attendance Monitoring & Early Intervention

- Attendance and active participation are monitored in accordance with the Attendance and Active Participation Policy.
- Early Intervention Notices may be issued when concerns are identified.
- Follow-up meetings and support plans may be implemented.

Progress Reviews & Academic Probation

Students may be placed on Academic Progression Probation if they fail or repeat a course, fall behind program timelines, demonstrate ongoing attendance or participation concerns, or are at risk of not meeting practicum or graduation requirements.

Practicum / Work Experience Support

- Readiness preparation before placement.
- Ongoing monitoring throughout placement.
- Regular feedback from instructors and coordinators.

LEARNING SUPPORTS

Weekly academic support sessions.

Instructor office hours and email support.

Learning Management System (LMS) and educational technology assistance.

Students requesting academic accommodations should contact Student Services as early as possible. Reasonable accommodations will be considered in accordance with institutional policy and applicable legislation.

STUDENT SERVICES SUPPORT

- Attendance guidance.
- Scheduling assistance.
- Assistance navigating academic and administrative processes.

International Student Supports

- Referrals to settlement services.
- Cultural supports.
- Housing and transportation resources.
- Mental health services.

Banking and financial literacy resources.

Financial Assistance Support

- Guidance regarding StudentAid BC documentation.
- Assistance understanding funding requirements.
- Information regarding the impact of enrolment changes or withdrawals on funding eligibility.
- Referral to appropriate financial aid resources.

Career Development

- Resume and cover letter assistance.
- Interview preparation.
- Job search strategies.
- Transition to employment.

STUDENT RESPONSIBILITIES

- Students are expected to:
- Attend all scheduled classes and learning activities.
- Complete coursework on time.
- Maintain regular communication with instructors.
- Monitor institutional email and LMS announcements.
- Seek assistance promptly when experiencing academic or personal challenges.
- Participate in recommended academic supports.
- Comply with Academic Action Plans or Probation requirements where applicable.
- Follow their approved program plan.

RELATED POLICIES

Students may refer to the Attendance Policy, Active Participation & Academic Standing Policy, Grade Appeal Policy, Student Dispute Resolution Policy, Graduation Policy, and Student Records Policy for additional information.