

<b>TYPE:</b>	Academic
<b>TITLE:</b>	Students-at-Academic Risk
<b>NO.:</b>	ACAD-114
<b>RESPONSIBILITY:</b>	Vice-President, Academic
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	April 2019
<b>REVISED DATE(S):</b>	
<b>REVIEW DATE:</b>	April 2022

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## 1. Introduction

Durham College provides support to students who may lack the academic skills, knowledge, and behaviours to progress in their chosen program.

## 2. Purpose

The purpose of this policy and procedure is to support student success by identifying and addressing academic concerns.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

## 4. Policy statements

- 4.1. Students and employees are active partners in the teaching and learning process.
- 4.2. Employees have an obligation to identify and support students who are not meeting the program learning outcomes associated with their POS.

## 5. Procedure

- 5.1. Employees identify a student in need of academic support by completing an Academic Notice form. Types of academic concerns can include, but are not limited to, academic difficulties (poor GPA), missed assessments, poor attendance, lateness to class, leaving class early, lack of participation, inappropriate use of IT and personal mobile devices.
- 5.2. The employee will invite the student to meet and discuss the academic concern and share the completed Academic Notice form. The student will have two business days to exercise the option of providing comments on the Academic Notice form and/or signing the form in acknowledgement of its receipt.

- 5.3. The student who is unable to review the completed Academic Notice form and/or refuses to discuss the concern with the employee will be notified in writing (via College email) by the reporting employee that an Academic Notice form has been completed.
- 5.4. The completed Academic Notice form will be submitted to the appropriate school office (attention of the executive dean/dean or associate dean) or department (attention of the departmental manager) within five business days of the concern being documented by the employee.
- 5.5. Where required, the executive dean/dean or associate dean or departmental manager will determine the appropriate referrals.
- 5.6. If the executive dean/dean or associate dean or departmental manager feels the concern identified lies outside of an academic-at-risk concern, the executive dean/dean or associate dean or departmental manager, will provide an electronic or paper copy of the completed Academic Notice form to the Office of Campus Safety.
- 5.7. The original completed Academic Notice form will be retained in the school office. A copy will be provided to the student via the College email.
- 5.8. The school office will notify employee of the action taken with respect to the Academic Notice.

## **6. Roles and responsibilities**

- 6.1. It is the responsibility of the Vice-President, Academic to ensure this policy and procedure is fully implemented.
- 6.2. It is the responsibility of employees to identify academic concerns, and to make referrals to available support services.
- 6.3. It is the responsibility of students to access the recommended support services.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

Failure to comply with this policy may negatively impact student progress, retention and graduation rates.

**9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.

**10. Related forms, legislation or external resources**

- None