

Academic Probation Procedure

This policy was approved for use in the School of Planning on September 11, 2015. For background information on this policy, please contact the Graduate Program Administrator.

Purpose

The purpose of this Procedure is first to allow for the identification of academic shortcomings, the clear notification to a student that they are failing to meet standards, the prescription for addressing the issues, the time periods allowed for improvement and sanctions that will result from non-compliance. The second, but equally important purpose is to ensure that all students are treated fairly and evaluated by the same standards.

Terms

A student progressing in a normal and timely fashion in pursuit of a degree or other goal is said to be “**in good standing.**” A student who is identified as experiencing difficulties and who has been duly notified according to this policy is said to be “**on academic probation.**”

Reasons for Placing a Student on Academic Probation

Probation can be invoked for a number of reasons including but not limited to:

- Failure to achieve program milestones at the prescribed time
- Failure to complete program requirements
- Repeated offenses such as plagiarism
- Commission of academic offenses
- Failure to follow supervisor and committee advice

Procedure for Placing a Student on Academic Probation

When a student is experiencing the kinds of shortcomings or failures outlined above the supervisor/advisor will report the situation to the Graduate Officer and together they will undertake the following steps:

- Clearly outline the shortcomings that are the reason for imposing academic probation
- Clearly state the remedies, that is, the specific actions that need to be undertaken in order for the student to return to good standing
- Indicate who will make the decision to return the student to good standing (typically the Graduate Officer)
- Specify the time period allowed to make corrections
- Outline the sanctions that will result from failure to improve

Notification

When a student is placed on probation notice will be given to all appropriate offices such as the GSO, finance etc. and the student's records should indicate "On Academic Probation." This will serve to notify various people responsible for student records and procedures that the student is not in good standing and that, for example, it may not appropriate to award grants and other privileges.

Student Appeals

A student may appeal the decision to be placed on Academic Probation by making a formal appeal, in writing, to the Associate Dean, Graduate Studies, Faculty of Environment.