

**ASPER SCHOOL OF BUSINESS, FACULTY OF MANAGEMENT**  
**REGULATIONS REGARDING PROBATION**  
**FOR STUDENTS ADMITTED IN SEPTEMBER 2015 AND THEREAFTER**

A student will be placed on Probation if they have exceeded 15 credit hours of failures but still have a degree grade point average (DGPA) of 2.00 or higher.

A student who is placed on Probation will immediately be placed on 'hold' in the Asper School of Business. A student in this situation will have an academic assessment of "On Probation" and may directly proceed to the Probation Program. All registrations from students in the Probation Program will be processed through a Program Advisor in the Undergraduate Program Office.

**The earliest the student would be eligible to re-enter the Asper School of Business with regular academic standing (i.e. "Faculty Minimum Met" and no "Hold" status) would be following the successful completion of a Probation Program as outlined below. The student's time limit for the completion of all degree requirements will be extended, if required, by the time lost while on Probation but in any case not to exceed 12 months for any and all Probations. Courses taken while in the Probation Program will be applied to a student's Asper degree.**

The Probation Program comprises two consecutive terms of registration where specific course load and performance standards are required in order to clear the Probation status. If a student successfully completes the Probation Program, their student status is automatically reinstated to regular student status.

**CONDITIONS OF THE PROBATION PROGRAM**

1. Students who are placed on Probation are permitted to register for courses that contribute to the Bachelor of Commerce (Honours) degree but the following conditions apply:
  - a. During the first term of the Probation Program, the student will be limited to 3-9 credit hours and must achieve a minimum Term GPA of 2.00, with no failures.
  - b. If the student successfully completes the first term of the Probation Program, during the second term of the program, the student will again be limited to 3-9 credit hours and must achieve a minimum Term GPA of 2.00, with no failures.
  - c. The courses permitted during these two Probation terms must apply to the student's B.Comm. (Hons.) degree program and will be applied to and contribute to the B.Comm.(Hons.) degree.
  - d. All registrations for students in the Probation Program must be processed through the Undergraduate Program Office.
  
2. Every student in the Probation Program will be assigned an academic status of "on hold" and must register (or make any registration revisions) for all courses through a Program Advisor in the Undergraduate Program Office. The Undergraduate Program Office will assist the student with the selection of courses mindful of all academic and program requirements. Furthermore, the student will get a reminder of the support systems within the University available to students (this information is also included in the letter students receive when apprised of their academic status). Every student, once they meet with the assigned Program Advisor, will be given the opportunity to fill out an "Academic Needs Self-Assessment" survey. This will assist the student in becoming more self-aware of potential obstacles to their academic success.

3. Students who fail to meet the prescribed minimum academic standard of the Probation Program (failure of a course or failure to attain the minimum required Term GPA of 2.00 in any probation term) will be required to start a second Probation Program, complete the Probation Program requirements as described in item 1.
4. If, within a second consecutive Probation Program, a student fails any course or fails to attain the minimum required Term GPA of 2.00, s/he will have failed the second attempt at Probation Program. If a student fails the second consecutive Probation Program, the student will automatically have an academic assessment of "Required to Withdraw from Faculty" (WF) placed on their academic record. At this point, if the student wants to enter a third Probation Program, s/he may appeal to the Undergraduate Program Committee for permission to enter a third Probation Program. If the appeal is granted, the conditions for Probation remain as specified in this policy, with the possibility of additional requirements. Only documented medical or compassionate grounds will be considered valid reasons to appeal to enter a third Probation Program.

If the student does not appeal or if the student's appeal to enter a third Probation Program is denied, the student will cease to be a student in the Asper School of Business but may apply for admission to another Faculty, according to the rules of that unit. If such a student desires to gain entry back to the Asper School of Business they must re-apply for admission and will have to meet the requirements for admission at the time of the new application.

5. Courses previously taken in which the student obtained a passing grade may not be repeated as part of the Probation Program.
6. Subject to compliance with any VW policies or regulations, students are permitted to voluntarily withdraw from courses taken as part of the Probation Program, provided they withdraw by the published voluntary withdrawal deadline date. Any registration changes would be processed through the Undergraduate Program Office.
7. Upon successful completion of the Probation Program conditions, the student will automatically be formally reinstated and eligible to continue in the Asper School of Business with a regular student status.
8. Once reinstated, any further failures and/or NP's will result in the student being placed on a new Probation Program, and the conditions for reinstatement remain as specified in this policy.
9. The above Probation Program is the only way a student who has been placed on Probation may be reinstated to regular student status.

### **NOTES AND INTERPRETATION**

Students placed on Probation in January will be allowed to continue in any spanned courses (i.e. courses that span both the Fall and Winter Terms) offered by other Faculties/Schools. Each such course will comprise 3 or 6 credit hours of the Probation Program, provided that it is needed for the B.Comm. (Hons.) degree. Therefore, the grade received in the course(s) will count in the requirement of a 2.00 Term GPA.