

POLICY ALERT PROCESS

Date Policy Written or Last Modified: July 2023

Position(s) Responsible for Administering this Policy: Faculty, Student Services, Program Advisors, Practice Education Managers, Nursing Program Director, Academic Administrator, Department Heads

All Stenberg College students must adhere to all policies and procedures as outlined in the Student Handbook. A *Policy Alert Process* is initiated if there are concerns related to your academic performance, behaviours, attendance or other aspects that may impact your ability to remain within the policy requirements.

All levels of the Policy Alert Process are communicated with applicable Student Success Coordinators, Department Heads, and/or Managers. All levels of this process are applicable at any stage of your program.

Level 1: Alert

Alerts are given in writing (via email) by your instructor or a member of the Student Services team. They will summarize any academic, behavioural, or attendance concerns that may put you at risk of violating a Stenberg College policy and may include suggested actions to stay on track and be successful.

Level 2: Letter of Expectation and/or Probation

If concerns continue after you have been given an Alert, you may receive a Letter of Expectation and/or be placed on Probation. These documents will summarize the concerns and identify terms/actions that you must complete in order to remain within policy requirements. For any urgent or severe concerns, an Alert is not required prior to giving a Letter of Expectation or Probation.

Concerns that may result in Level 2 include, but are not limited to:

- Recurring attendance concerns;
- Recurring late assignment submissions;
- Missing assessments;
- Suspicion or confirmation of academic misconduct;
- Lack of action to seek recommended support services;
- Demonstration of unacceptable behaviours at any stage of your program;
- Creation of a negative or unprofessional environment that adversely affects learning for self or others in the class.

Level 3: Dismissal

If you do not comply with the terms outlined in a Letter of Expectation or Probation, it may result in dismissal from your program. Please refer to the *Dismissal Policy* for other circumstances that would also lead to this result. For highly severe concerns, Alerts, Letters of Expectation and/or Probations are not required prior to dismissal from your program.