

Academic Alerts Policy

POLICY NO.	GC-POL-14
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	October 7, 2024
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.7 (student evaluation standards)
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy establishes a progressive-discipline academic alert system that gives students a fair, structured opportunity to correct course before facing suspension or expulsion. The academic alert system embodies the principles of natural justice and progressive discipline.

2. Alert Levels

First Alert

The student must attend a remediation workshop facilitated by the Senior Educational Administrator (SEA). Failure to attend results in a Registrar's Hold and a one-semester suspension.

Second Alert

The student has 10 calendar days to appeal to Student Advocacy at their campus before a one-semester suspension takes effect.

Third Alert

The student has 10 calendar days to appeal; an unsuccessful appeal results in expulsion under the Student Dismissal Policy.

Type II Alerts (Minor Offences)

Type II alerts do not appear on the student's academic record but require workshop attendance. Non-attendance converts a Type II alert into a standard alert, subject to the suspension and expulsion consequences above.

3. Procedural Safeguards

- An instructor who suspects irregular exam performance may conduct an oral re-examination before issuing an alert.

Academic Alerts Policy

- Every alert and appeal is documented and retained on the student's record.
- A student may be represented or supported by an advocate at any stage of the appeal process.

4. Relationship to Other Policies

This policy operates alongside the Attendance Policy, Academic Misconduct Policy, Student Academic Integrity Policy, and Student Dismissal Policy, and does not replace a student's right to appeal an individual grade under the Grade Appeal and Exam Deferral Policy.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College