

Academic Learning Supports Policy

POLICY NO.	GC-POL-24
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	September 8, 2026 (new policy)
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	EQA Policy and Procedures Manual; EQA Code of Practice (international students) s.2.5
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy ensures students are aware of the requirements for attendance, maintaining enrolment status, and program progress, and are connected to academic and learning support services that help them meet their learning goals, consistent with the EQA Code of Practice.

2. Monitoring and Reporting

- The College documents and monitors each student's program progress and class attendance (see the Attendance Policy).
- For international students, the College completes IRCC compliance reporting on enrolment status in a timely and accurate manner.
- Attendance is monitored to support accurate compliance reporting, respecting any applicable collective agreements.

3. Support Services Available

The College develops and maintains services to support student learning, including academic advising, writing support, and language support, accessible to students at the location where they are enrolled. Information on these services, and on the requirements for attendance and program progress, is communicated through orientation, email, social media, and the College's website.

4. Identifying and Supporting At-Risk Students

The College considers the profile of vulnerable students and determines appropriate pathways to address their needs, which may include peer support, additional tutoring, or a change of program, in a manner that is culturally appropriate.

5. Continuous Improvement

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The College periodically surveys students who have used academic support services to assess whether the pathways and services offered are appropriate and sufficient, and uses the findings to plan improvements.

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