**Notice of Program Probation**

This notice is to inform you that you have received a failing or no-credit grade and are receiving a notice of Program Probation. This may be due to failure to attend course sessions, incomplete course assignments, and/or receiving a final grade of C- or lower.

While we understand that balancing both a full time teaching career and teaching credential program is intensive, our goal is to ensure we are able to provide you with a recommendation for the Education Specialist Preliminary Credential. Please read below for your next steps:

**Grade of C- or Lower:**

If this is your first occurrence of Program Probation, please remediate the grade by submitting all missing or revised assignments in this tab within ten business days. The Program Probation status will remain in effect until you receive passing grades for a full semester.

Failure to submit all coursework within ten business days from the date of this notification or a second occurrence of Program Probation due to non-passing grades for an additional course/s will result in a mandatory Success Plan meeting and/or dismissal from the program. During the Success Plan meeting, remediation options will include attendance at additional Intern Workshop sessions (which could be scheduled during weekends, additional weeknights or during school holiday periods) or a 3rd year in the intern program to complete or repeat coursework. These remediation options will be documented on the Corrective Action form, will incur additional tuition costs, and may delay recommendation for a preliminary credential.

**Two or More Course Absences:**

If you are receiving this notice due to missing 2 or more course sessions, a credit recovery plan has been documented on the Corrective Action form. This form will be emailed to you and will also be available in your Talent account (at the top of your screen <username<my files). The Program Probation status will remain in effect until you receive passing grades for a full semester.

Failure to complete all steps documented on your Corrective Action form by the due dates listed or a second occurrence of Program Probation due to non-passing grades for additional courses will result in a mandatory Success Plan meeting and/or dismissal from the program. During the Success Plan meeting, remediation options will include attendance at additional Intern Workshop sessions (which could be scheduled during weekends, additional weeknights or during school holiday periods) or a 3rd year in the intern program to complete or repeat coursework. These remediation options will be documented on the Corrective Action form, will incur additional tuition costs, and may delay recommendation for a preliminary credential.

**Important Information:**

More than two failing grades within one academic year may result in dismissal from the program.

Please refer to the intern program policy in the handbook regarding course grades and course completion.

**Notice of Risk of Dismissal**

