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## ACADEMIC PROGRESSION & LEARNING SUPPORTS GUIDE

The Professional Institute of Management & Technology is committed to supporting student success through clear progression standards and accessible learning supports. These guidelines outline the resources, expectations, and procedures that help students maintain satisfactory progress and complete their program.

These supports apply to all students enrolled in any Professional Institute of Management & Technology program, including those with practicum or work experience components.

### ACADEMIC PROGRESSION SUPPORT

- Academic Advising & Program Planning
  - The Lead instructor provides guidance and support to students on academic progression by clarifying course expectations, program structure, course sequencing, and graduation requirements, and by developing plans to address academic difficulties as needed.
- Attendance Monitoring & Early Intervention
  - Attendance is monitored daily.
  - Early Intervention Notices are issued when concerns arise.
  - Follow-up meetings may be scheduled to help students stay on track.
- Progress Reviews & Probation
  - A student may be placed on Progression Probation if they:
    - Fail or repeat a course
    - Fall behind timelines
    - Demonstrate repeated attendance issues
    - Are at risk of not meeting practicum/graduation benchmarks
- Practicum / Work Experience Support
  - Students receive readiness support.
  - Progress is monitored during placements.
  - Instructors and coordinators provide feedback and support.

### LEARNING SUPPORTS

- Academic Support Sessions
  - Weekly academic support sessions are available.
  - Instructors offer additional help during office hours or by email.
- Learning Accommodations
  - Students with documented needs may receive assistance on a case-by-case basis.

### STUDENT SERVICES SUPPORT

- Student Services provides:
  - Attendance guidance
  - Scheduling assistance
  - Support navigating academic and administrative processes
- Settlement & Community Supports (International Students)
  - Connections to:
    - Settlement services
    - Cultural supports
    - Housing and transportation resources
    - Mental health services
    - Banking and financial literacy resources
- Career Development Support
  - Career Services assists with:
    - Resumes and cover letters
    - Interview preparation
    - Job search strategies
    - Transition to employment
- Student Responsibilities
  - Students are expected to:
    - Attend all classes
    - Complete coursework on time
    - Communicate early when challenges arise
    - Participate in recommended supports
    - Follow their program plan