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# MONITORING ACADEMIC PROGRESS

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SHAUN ANDERSON

# OBJECTIVES

- Will not be focusing on policy
- Look at how we (Carleton) monitor and review academic progress in an academic year for undergraduate students
- Share ideas and strategies, identify areas where OASFAA can advocate for change

# PHASE I: MONITOR & FLAG

- **Timeline:** July – August:
- Identifying files through **FAOACPR** queue
  
- **Two cases:**
  - Automated File Check
  - “Current Academic Probation”

## 4 AUTOMATED FILE CHECKS

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- Objectives when reviewing automated file checks:
  - Identify and internally flag files that will require review in May (end of fall/winter session)
  - Apply Academic Probation as necessary
  - Warn student about study periods plus one if applicable
  - Remind student of academic progress policies through Message Centre
  
- Checklist we use at Carleton →

## 5 AUTOMATED FILE CHECKS: REVIEW TECHNIQUES

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- Start with Academic Summary on One-Key. More than four years of funding typically will require further review (may be different at colleges based on your standard program lengths)
- Academic History Report (program changes, frequent withdrawals)
- Course Summary Report (repeated courses)
- Academic Audit (time to complete program)

# 6 AUTOMATED FILE CHECKS: FLAGGING FILES

- At Carleton, we have a custom system integrated into Banner
- Each student OSAP record has an ACA tab. Here we can flag files which we will identify later through reports.

Dashboard Docs/Comments **ACA/Rest** Distribution Info Fee Info Entitlements Personal Contact Account/App Program/CL SAG/Assets COE Letters

Codes and Restrictions

Application Number 122257799 Account Number 22257808 App Type BAS NCDIST Status 0

Flag Eff. Date

Code 36    Years Plus  Repeated Courses  Flagged For Review Reviewed By SHAUNANDERSON Date 2023-Feb-27

Code 37

Code 39

Code 65

Code 67

Disability Flag 1

Comments code 36 applied

1='Y'; 2='N'



## 7 CURRENT “CODE 36”

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- Student is required to upload Acknowledgement of Academic Probation form AND probation is in effect for current academic year
- Review academic summary for years funded
  - If student has substantial funding history, review for study periods plus one using previously mentioned tools
  - Flag file accordingly and leave internal comment
  - If no substantial funding history, simply approve document requirement and notify student through MC of all academic progress policies

It is important to be aware of OSAP's Satisfactory Academic Progress Requirements.

### **Complete Each Term in Full**

While receiving OSAP funding, the Ministry expects students to complete the minimum required course load for full-time studies in each OSAP funded term.

### **Achieve Passing Grades in The Minimum Required Course Load**

To maintain satisfactory academic progress, students must also achieve passing grades in the minimum required course load for full-time OSAP during each OSAP-funded term. <https://carleton.ca/awards/cu-glossary/minimum-required-course-load/>

### **Study Period Limit Per Program**

Per OSAP policy: *“Students may apply for Full-Time OSAP for the number of periods of study normally specified by the institution for completion of that program of study plus one (1) study period.”*

For a four year undergraduate degree program, this means you can receive OSAP funding for that program for five years.

### **Repeating Courses**

Generally, students who are progressing through their program would receive OSAP funding only once for each course in their program.

When a Financial Aid Office becomes aware that a student has taken a course more than twice (for example, when reviewing transcripts), the third and any subsequent incident must be treated as a failure for the purpose of determining academic progress, regardless of the actual outcome.

### **Progressing in Program of Study**

Finally, the Ministry expects that students in receipt of OSAP funding are steadily progressing towards the completion of a degree program. Frequent and/or multiple program changes, changes to majors, repetition of courses, or failing to steadily advance in your program are considered a lack of academic progress.



## PHASE 2: ACADEMIC PROGRESS REVIEW

- **Timeline:** May- June:
- Reviewing fall/winter session
- Review completed in stages based on case scenarios

# 10 AP REVIEW: STAGE I – ACA NOT MET ON MINIMUM REQUIRED COURSE LOAD

- In stage I, we review all undergraduate students WITH NO CURRENT ACA (CODE 37) who did not successfully complete the minimum required course load.

FAA Name	Requires Review	Level	Student ID	Student Name	UPDATER	F+W Credits Req	F+W Credits Earned
Anderson, Shaun	Yes	UG	101071432	Jaber, Sarah	SHAUNANDERSON	3.00 WRK	
Anderson, Shaun	Yes	UG	101062761	Patel, Anshuben	NONE	3.00 WRK	
Anderson, Shaun	Yes	UG	101067676	Elharawi, Nusayban	NONE	3.00 WRK	
Anderson, Shaun	Yes	UG	101107667	Zaghoul, Leen	NONE	3.00 WRK	
Anderson, Shaun	Yes	UG	101142782	Sham, Ali	NONE	3.00 WRK	
Anderson, Shaun	Yes	UG	101172550	Brar, Gurpreet	NONE	3.00 WRK	
Anderson, Shaun	Yes	UG	100326799	Arnold, Kristahelena	NONE	3.00	2.50
Anderson, Shaun	Yes	UG	100661951	Adoma, Camin	NONE	3.00	2.50
Anderson, Shaun	Yes	UG	100748183	Hawthorne, Mandela	SHAUNANDERSON	3.00	5.00
Anderson, Shaun	Yes	UG	100771328	Morris, Andrew	SHAUNANDERSON	3.00	2.00
Anderson, Shaun	Yes	SP	100778357	Bagan, Ayesha	NONE	3.00	1.50
Anderson, Shaun	Yes	SP	100789176	Munro, Alistair	NONE	3.00	2.50
Anderson, Shaun	Yes	UG	100818677	Ng, Jaxin	SHAUNANDERSON	3.00	3.00
Anderson, Shaun	Yes	UG	100832474	Richards, Phillip	NONE	3.00	0.50
Anderson, Shaun	Yes	UG	100834454	Hamid, Mohamed	NONE	3.00	1.50
Anderson, Shaun	Yes	UG	100841437	Oskineegish, Robert	SHAUNANDERSON	3.00	5.00
Anderson, Shaun	Yes	SP	100853520	Schmitt, Ryan	NONE	3.00	1.50
Anderson, Shaun	Yes	UG	100878632	Nisar, Sarah	SHAUNANDERSON	3.00	1.50
Anderson, Shaun	Yes	UG	100882863	Conrad, Renee	NONE	3.00 WRK	

# II AP REVIEW: STAGE II – CURRENT ACADEMIC PROBATION

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- In this stage we review all files if a code 36 exists for current academic year

## **Control Flow:**

1. Did the student fail to meet minimum CL requirement
  - If yes, apply appropriate restriction
  - If no, continue to next check
2. Did student have any repeated x2 courses that need to be considered as failures?
  - If yes, apply appropriate restriction
  - If no, continue to next check

## I2 A NOTE ON REPEATED COURSE POLICY

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- From page 334 of the Policy Manual:

“When an FAA becomes aware that a student has taken a course more than twice (for example, when reviewing transcripts), the **third and any subsequent incident must be treated as a failure for the purpose of determining academic progress**, regardless of the actual outcome. “

- We need to subtract any third attempts on courses from the total credits completed

# 13 AP REVIEW: STAGE II – CURRENT ACADEMIC PROBATION CONTINUED

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## Control Flow:

3. Has the student reached the study periods plus one limit?
  - If yes, apply appropriate restriction
  - If no, continue to next check
4. Based on the academic history, is there any other reason to apply or continue a restriction?
  - If yes, apply appropriate restriction
  - If no, clear the academic review flag on the file



# 14 ACTIVE PARTICIPATION

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- We do not assign a DNA grade to identify students who did not participate
- Are reliant on backdated withdrawal petitions:  
Registration Amendment forms are shared with our office:

For Office Use Only		
<input type="checkbox"/> Medical	<input type="checkbox"/> Non-Attendance	<input checked="" type="checkbox"/> As per petition
<input checked="" type="checkbox"/> Domestic fee rate	<input type="checkbox"/> International fee rate	
Comments:		

# 15 MOVING FORWARD: INTEGRATING CARLETON'S ACADEMIC PERFORMANCE EVALUATION

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- <https://carleton.ca/registrar/ace/#sect1.3>
- Students whose evaluation results in **Academic Warning, Continue in Alternate, Dismissed from Program**, should be placed on OSAP Academic Probation/Restriction as this would indicate a lack of academic progress.
- Goal is to identify students early in their studies and communicate OSAP AP policies.

# THANK YOU

A very special acknowledgement to Mark Robinson, Manager of Financial Aid here at Carleton. Mark has developed these processes and all the custom reporting.