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### **Education and Program Progression Assistance**

This document applies to all VFS students across all programs and outlines the options available for:

- Academic performance concerns
- Program pacing and progression
- Course or term repetition
- Temporary or permanent program changes
- Personal circumstances affecting studies

### **Types of Assistance Available**

#### **1. Academic Support**

Students who are experiencing difficulties meeting academic requirements may access:

- Instructor feedback and one-on-one consultations
- Academic advising sessions
- Supplemental learning resources and workshops
- Peer collaboration opportunities

VFS instructors support student success through clearly defined learning outcomes, which outline the knowledge, skills, and abilities students are expected to demonstrate.

These learning outcomes:

- Provide clear direction on expectations for each class and course
- Help students understand how their progress is assessed
- Support engagement and active participation in learning

Instructors are encouraged to communicate learning outcomes at the beginning of each class (e.g., “By the end of today’s class, you should be able to...”), ensuring transparency and alignment with program goals.

#### **2. Program Progression Planning**

Students may request assistance with planning their academic progression, including:

- Reviewing program requirements and timelines
- Developing a structured plan to complete outstanding coursework
- Adjusting course load where applicable
- Identifying key milestones and deliverables

#### **3. Course or Term Repetition**

Where necessary and subject to approval, students may:

- Repeat specific courses to achieve passing grades
- Re-enroll in a term to strengthen foundational skills

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- Receive guidance on implications for graduation timelines and tuition

#### **4. Leave of Absence**

Students facing extenuating circumstances may apply for a Leave of Absence:

- Medical or personal reasons
- Family emergencies
- Other documented situations impacting studies

All leave of absence requests must be submitted with supporting documentation and are subject to approval by the school.

#### **5. Program Transfer or Restart**

In certain cases, students may be eligible to:

- Transfer to another program within VFS
- Restart their current program from an earlier term
- Adjust their academic pathway based on career goals

#### **6. Attendance Monitoring & Early Intervention**

VFS actively monitors student attendance as part of its commitment to student success and progression:

Attendance is tracked regularly against established thresholds.

Upon reaching each threshold, students receive an Absent Warning Letter informing them of their current attendance status.

This serves as an early intervention measure to promote awareness and accountability.

Students are required to meet with their Program Manager to:

- Review attendance concerns
- Identify any barriers impacting attendance
- Discuss available academic accommodations or support services

If attendance concerns persist, further action may be taken, including additional academic advising, progression review, or escalation in accordance with school policies.

#### **7. Academic Progression Monitoring (SAP)**

VFS monitors student academic performance to ensure students are meeting the requirements necessary for successful program completion.

Students must maintain Satisfactory Academic Progress (SAP), which is assessed based on grades, course completion, and overall academic standing.

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Students who fall below SAP requirements may be:

- Placed on Academic probation
- Required to meet with their Program Manager or Head Instructors
- Provided with a structured improvement plan

Failure to meet SAP requirements after intervention may result in further academic action in accordance with VFS policies.

### **Request Process**

Students seeking progression assistance should follow these steps:

#### **1. Initial Consultation**

Contact your Program Manager or Education Administration Department to discuss concerns.

#### **2. Formal Request Submission**

Submit a written request outlining:

- Reason for assistance
- Relevant supporting documentation (if applicable)
- Preferred outcome or proposed plan

#### **3. Review Process**

The request will be reviewed by appropriate departments, which may include:

- Education Administration Department
- Program Department (Head of Department and/or Program Manager)

#### **4. Decision and Communication**

Students will receive a written response outlining:

- Approved support measures
- Conditions (if any)
- Next steps

### **Student Responsibilities**

Students receiving progression assistance are expected to:

- Maintain regular communication with instructors and staff
- Adhere to agreed-upon academic plans
- Attend classes and meet revised deadlines
- Engage with learning outcomes and course expectations
- Demonstrate commitment to improvement

### **Confidentiality**

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All requests for progression assistance will be handled with discretion. Personal information and supporting documentation will be kept confidential in accordance with school policies.

### **Contact Information**

For assistance, students may contact each program manager or  
**Education Administration Department:** Email: [edadmin@vfs.com](mailto:edadmin@vfs.com)

### **Disclaimer**

All progression assistance requests are subject to review and approval. Decisions are made on a case-by-case basis and in alignment with Vancouver Film School policies and academic standards.