

# ISP 290P

## Educational Progress

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### PURPOSE

States procedures for establishing and monitoring alternate progress standard for students not subject to the Academic Standing Policy (ISP 480).

### SUMMARY

Students not subject to the Academic Standing Policy who repeatedly do not succeed in courses or demonstrate repeated inability to progress toward meeting applicable course or program outcomes may be required to follow an appropriate action plan crafted in response to the student's demonstrated difficulties.

### PROCEDURE

1. Faculty evaluate whether students have made substantial progress meeting learning outcomes in their courses. If a student not subject to the Academic Standing Policy fails to succeed in a course (i.e. earns a grade of "N", "D", "F", or "W") or a faculty member notices that the student otherwise demonstrates an apparent inability to make substantial progress toward course and/or program outcomes, the faculty member will contact the department chair/director and together they will determine whether to place the student in "Educational Progress Alert" status. If so, they will identify the course and/or program outcome(s) involved, notify the student in writing of their specific concern(s) and encourage the student to take advantage of identified academic support services, such as counselors or the Disability Resource Center, as appropriate.
2. If, following such notice, there is a second consecutive term in which the student fails to succeed in any course or again demonstrates lack of progress toward course or program outcome(s), the student is placed in "Educational Progress Plan/Probation" status. The instructor and/or Department Chair will fill out a counseling referral form and contact the division's liaison counselor. If appropriate, a representative from the Disability Resource Center will also work with the student during this process.
3. The liaison or other appointed counselor will work closely with the student, instructor(s), and/or department chair/director to gather information and develop an action plan for how the student must demonstrate educational progress toward course and program outcomes over the next 1-2 terms. The plan should specify the consequences if the student fails to follow through.
4. Students who fail to meet with a counselor or who refuse to agree to a plan will be restricted from enrolling in the subsequent term. The department chair/director will contact the Registrar to initiate a hold.

5. Once the action plan is finalized and agreed to by the student, the Division liaison counselor will forward a copy of the action plan to the faculty member or department chair/director, the Associate Dean of Academic Foundations and Connections, and the student.
6. If the student then fails to demonstrate educational progress over the next 1-2 terms as required by the action plan, the student may be placed in "Educational Progress Suspension" status. Students will be restricted from enrolling at CCC until they have met with a counselor and completed the steps specified in the intervention strategy. If the student then fails to demonstrate educational progress over the next 1-2 terms as required by the action plan, the student may be placed in "Educational Progress Suspension" status. Students will be restricted from enrolling at CCC until they have met with a counselor and completed the steps specified in the intervention strategy. If the steps specified require that the student be enrolled in a class or classes, the department chair, counselor and registrar will work to either redesign the plan so that tasks can be completed without current enrollment or allow for registration with clear guidelines for maintaining that enrollment status. Less severe consequences, such as a lower enrollment priority or restriction from enrolling in specific courses or programs, are also options.
7. If, while on "Educational Progress Alert" or "Educational Progress Plan/Probation" status, a student enrolls in 6 or more credits or declares an intent to seek a specific degree or certificate and successfully meets Academic Standing requirements at the end of that term, the student is no longer subject to the Educational Progress Policy.

## REVIEW HISTORY

ISP Committee	Adopted	May 12, 2017
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