

# ISP 290P

## Educational Progress Procedure

### PURPOSE

~~States procedures for e~~Establishes ~~ing and monitoring~~ alternate academic progress standard for students not ~~subject covered by~~ the Academic Standing Policy (ISP 480) and outlines supportive measures taken for students who are failing to pass the same course over multiple terms.

### 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.~~

Students in programs that are not subject to the Academic Standing Policy (ISP 480) who repeatedly fail to progress in courses or demonstrate repeated inability to progress toward meeting applicable course or program outcomes may be required to follow an appropriate and equitable action plan crafted in response to the students' demonstrated difficulties.

### PROCEDURE:

Faculty evaluate whether students have made substantial progress meeting learning outcomes in their courses.

1. If a faculty member is concerned about the progress of a student who is not subject to the Academic Standing Policy (ISP 480), they should meet with that student to discuss resources for student success and make a plan for going forward. the faculty member will consult with the student and their department chair to assess the situation and determine an appropriate course of action.
2. If a student continues to struggle (that is, earns repeated non-passing grades or demonstrates an apparent inability to make substantial progress toward outcomes), the faculty member will work together with their department chair to determine whether to place the student in Education Progress Alert Status.
3. If the faculty member and department chair determine that an alert is warranted, they will notify the student in writing, explaining what course and/or outcome is involved and encourage the student to make use of relevant academic support services, such as Counseling or the Disability Resource Center. The student will be notified that subsequent lack of progress in the coursework may lead to ~~probation~~ warning, mandatory participation with accessing student support services, and future enrollment restrictions.
4. If following such notice, the student continues to demonstrate a lack of progress in subsequent coursework, the department chair will place the student in Educational Progress Plan/~~Probation~~ Warning status. The department chair will complete a Counseling referral form and contact the chair of the Counseling department to request support for the student. The department chair may also choose to fill out a "Student of Concern" form to connect the student to the CARE team.

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5. The appointed Counselor and/or CARE team member, will work closely with the student, instructor(s), and/or department chair to gather information and develop an action plan for how the student must demonstrate education progress toward course and program outcomes over the next 1-2 terms. The plan should specify the consequences if the student does not follow through on the steps identified in their plan. A signed, release of information will be necessary from the student in order for the Counselor to share any information with the department chair and/or instructor.

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6. Students who do not meet with a Counselor or who refuse to agree to a plan will be restricted from enrolling in the subsequent term. The department chair will contact the chair of the CARE Team who will notify the Registrar to initiate a hold.

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7. Once the action plan is finalized and agreed to by the student, the chair of the Counseling department will forward a copy of the action plan to the Associate Dean of the appropriate division, the student, affected instructors, and any other relevant parties.

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8. If the student then does not demonstrate education progress over the next 1-2 terms as required by the action plan, the student may be placed in Educational Progress Suspension status. This status restricts the student from enrolling at CCC until they have met with a Counselor and successfully completed the steps specified in the intervention strategy.

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Appeals or requests for exceptions to the Education Progress policy can be made on a case-by-case basis to the Dean of the related division.

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If while on Educational Progress Alert or Educational Progress Plan/Probation Warning status a student enrolls in 4, 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 will be subject to ISP 480 rather than ISP290.

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~~1. 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.~~

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~~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 CCG 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 CCG 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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