



## **ACADEMIC PROGRESS**

**#3-01**

Approved:	May 22, 1991	by: Administrative Council
Revised:	May 8, 1998	by: Education Council
Effective:	May 8, 1998	
Date to be Reviewed:	To be determined	

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### **POLICY**

**Students who are considered by the instructor to be at risk for not meeting the learning outcomes of a particular course or program may be required to undergo a performance review. At the end of the review period, the student's ongoing status in the course/program will be determined. Each program area will establish and communicate in writing to students the learning outcomes and performance criteria required to successfully complete the course/program.**

### **PURPOSE**

It is a function of the College to provide students with services and guidance to support student success. This policy describes the intervention process that will be initiated when the student's performance is deemed such that it may jeopardize his/her successful completion of the course/program.

### **GUIDELINES**

1. The instructor and the Department Chair will consult with the Dean to review the appropriate course of action.
2. The instructor and the Department Chair/designate will meet with the student, his/her advocate, and a representative from Student Services, to discuss the student's progress. A written record of this and subsequent meetings will be maintained. At this time, a statement of the issues and the stated improvements (performance outcomes), and the date by which they will have been achieved, will be detailed on the written record and signed by the student and the instructor. The appropriate Administrator will be informed that a performance review has been initiated. Where sponsorship is involved and student performance reports are required, the Administrator will notify the funding agency to explain the situation.

3. During the review period, the instructor and the Department Chair/designate will monitor the student's on-going progress. If the student meets the stated performance outcomes on or before the date stated on the written record, the student will be notified in writing that the review process has been satisfactorily completed.
4. If the student does not achieve the stated performance outcomes by the date stipulated on the written record, the Department Chair will notify the Dean who will schedule a conference with the instructor, Department Chair, student, and the student's advocate and a representative from Student Services to review the situation and to establish a course of action. If the performance of the student is deemed to be a hazard to self or others, the recommendation for immediate removal from the course/program will be made to the President. The Dean will notify the appropriate campus Administrator. The outcome of the performance review process will be communicated to the sponsoring agency by the Administrator.
5. The outcome of the progress review (that is letter sent to student) will become part of the permanent student record if the student is removed from the course/program.
6. The student must be informed in writing of the decisions and the appeal process.