

# ISP 290P

## Educational Progress Procedure

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### PURPOSE

Establishes alternate academic progress standard for students not covered by [ISP 480 Academic Standing Policy](#) and outlines supportive measures taken for students who are failing to pass the same course over multiple terms.

### SUMMARY

Students in programs that are not subject to the Academic Standing Policy 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, 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 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 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.
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.

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.
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.
8. If the student then does not demonstrate education progress 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.

Appeals or requests for exceptions to [ISP 290 Educational Progress Policy](#) can be made on a case-by-case basis to the Dean of the related division.

If while on Educational Progress Alert or Educational Progress Plan 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 the Academic Standing Policy rather than the Educational Progress Policy.

## REVIEW HISTORY

ISP Committee	Adopted	February 23, 2024
Presidents' Council	Reviewed	February 13, 2024
College Council	Reviewed	December 1, 2023
ISP Committee	Adopted	May 12, 2017