AIMS COMMUNITY COLLEGE PROCEDURE

ACADEMIC STANDARDS – Early Alert

It is the goal of Aims Community College that the academic progress of degree/certificate seeking students be monitored by faculty to help assure that they remain in good standing. Students will be notified and interventions will be offered to assist them in being successful and to remain in good standing. While recognizing that faculty is ultimately responsible for student learning, faculty members are strongly encouraged to utilize the early alert system adopted by the college, as a complementary tool to any classroom interventions that they employ. The program endeavors will be led by the Student Success Center in order to support faculty’s use of this program.

Notification:
1. As early as possible, the recommended guidelines to invoke use of the system are that no later than the third consecutive class absence or second consecutive failing grade, faculty will notify the Student Success Center using the early alert system regarding students who are not progressing satisfactorily.
2. The report will identify the area in which a student is having difficulty-- i.e. attendance, homework, lab work, etc.
3. The Student Success Center will pull the submitted information and follow-up with the identified student.
4. The student is encouraged to contact her/his instructor/academic advisor and is provided a list of available interventions and resources.
5. The faculty member who reported the student will be notified of the outcome of the intervention.
6. The Student Success Center will collaborate with the academic divisions in order to automate the processes, including the tracking process to make ongoing determinations about improvements to the program, and ultimately retention of struggling students.

Process:
1. The student has the opportunity to meet with an academic advisor to determine if the student can improve her/his performance by taking advantage of the intervention strategies and resources available before the end of the term.
2. If the student and advisor believe the student may not be able to achieve a satisfactory outcome, the student may withdraw from relevant course(s) by the Withdraw deadline (before 75% of the course period has been completed).
3. If the student persists and achieves less than a 2.0 GPA, a letter is sent at the end of
the term from the Vice President for Student Affairs placing the student on academic
probation (see 2-250D).

APPROVED: Dr. Marsi Liddell
Aims Community College President
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