

School of Applied Technology

CBE Academic Progress Standards

Instructional decisions may be made using the following guidelines to support guiding students into behaviors that will enhance their success in the School of Applied Technology competency-based education programs and their subsequent careers. This policy focuses on active intervention with students who demonstrate academic difficulty and provides support services necessary to encourage their potential success.

Exceptional Progress (recommended pace): Average of 24 hours of course progress made per week (Dean's list eligible).

Acceptable Progress (minimum pace allowed): Average of 16 or more hours of course progress made per week.

Unacceptable Progress: Average of less than 16 hours of course progress made per week.

Remediation for Unacceptable Progress

90-99% of Minimum Allowed Pace - Consultation: During weekly meaningful contact, the faculty member will inform the student that they have fallen behind the minimum pace allowed which will result in additional cost and time required to complete the program if the required pace is not resumed. The faculty member and student will review time estimates for assignments, modules, etc. and set goals for the coming week to support the student in achieving and maintaining acceptable progress. The faculty member should recommend that the student attend the classroom as much as possible to support bringing progress back to the required level.

80-89% of Minimum Allowed Pace - Classroom Attendance: During weekly meaningful contact, the faculty member will inform the student that they have fallen behind the minimum pace allowed by more than 10% which will result in additional cost and time required to complete the program if the required pace is not resumed. The faculty member and student will review time estimates for assignments, modules, etc. and set goals for the coming week to support the student in achieving and maintaining acceptable progress. At the discretion of the faculty member, the student may be required to attend the classroom up to 20 hours per week until the student has caught up in their coursework and maintained acceptable progress for two weeks. Academic advising will be contacted at this point and will provide any assistance requested by the faculty to support bringing progress back to at least the minimum required level.

70-79% of Minimum Allowed Pace - Require Advisor Meeting and Classroom Attendance: During weekly meaningful contact, the faculty member will inform the student that they have fallen behind the minimum required pace by more than 20% which will result in significantly more cost and time to complete the program if immediate steps are not taken to return to the required pace. The faculty member and student will review time estimates for assignments, modules, etc. and set goals for the coming week to support the student in returning to progress at an acceptable level. At the discretion of the faculty member, the student may be required to attend

the classroom 20 hours per week until the student has caught up and maintained acceptable progress for 4 weeks. The student will also be required to meet with an advisor to discuss progress and receive additional support, feedback, and recommendations. A warning will be issued to the student that termination from the program may occur at the discretion of the instructor if progress falls below 69% of the acceptable progress level.

Academic Probation: If the student's progress rate falls to 75% of the acceptable progress level (progress occurring at an average of 12 hours per week which is 4 hours behind the minimum pace allowed), the student may be placed on academic probation until they are able to return to the acceptable progress level. Academic Probation will prevent a student from registering for additional courses and if the student is on academic probation at the end of their payment block, the faculty will make a recommendation regarding allowing the student to continue in the training program.

69% of Minimum Allowed Pace or will not comply with recommendations above: After a warning to the student is issued as indicated above, the faculty member may terminate the student from their training program after two additional weeks in which the student remains below 69% of the required progress pace (progress occurring at an average of 11 hours per week or less).