



**Policy Title:** At-Risk Student Advising Policy

**Policy Number:** SUC.102

**Policy Owner:** Dean of Student Affairs

**Responsible Office:** Student Success Office

**Revision Date:** 9/5/2017

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## 1. Purpose and Scope

At-Risk Student Advising Policy explains the process of identifying at-risk students and taking action to improve their academic performance. The procedure section outlines this process so all involved parties may best understand how to take such action appropriately and positively. This policy applies to all students during the Fall and Spring semesters.

## 2. Policy

An 'at-risk student' is defined as a student who is likely to receive a "D" or "F" according to his or her professors. Student Success Office/Advisors meet with at-risk students as many times as necessary to ensure the success of these students.

## 3. Procedures

### Identifying At-Risk Students

- In the 6th week of a semester, Department Chairs send an e-mail to instructors requesting that they fill out the "At-Risk Student List Form."
- Instructors assess and identify at-risk students based on their heretofore academic performance, grades, and attendance.
- The instructors fill out and submit the form to the Department Chairs at the beginning of the 7th week.
- Department Chairs then send the completed forms to the Student Success Office.

### At-Risk Notification and Meeting

- The Student Success Office sends a letter through regular mail and e-mail to inform the students of their at-risk status.
- During the 7th and 8th week, Student Success Office/Advisors meet with the at-risk students to discuss their academic progress.
- Students are engaged in a dialogue to discuss possible causes for poor academic performance, including but not limited to low grades, attendance concerns, interpersonal issues that are affecting one's academic success, and are proposed alternatives to mitigate those problems.
- Students in SAP Warning or Probation status shall be informed of the consequences of poor academic performance.

## 4. Who Should Read This Policy

- Faculty
- Department Chairs

- Students

**5. Related Documents and References**

- At-Risk Student List Form (Excel Spreadsheet)