

INSTITUTIONAL DIRECTIVE 8-19

April 30, 2007

Title: Continuing Enrollment in Developmental/Transitional Courses

I. Purpose

The purpose of this directive is to state the policies concerning continuing enrollment in developmental and transitional courses.

II. Policy

It is the policy of Piedmont Technical College to closely monitor the educational progress of students enrolled in developmental/transitional studies, to exit those students meeting course objectives and to recommend alternative directions for those not making acceptable progress.

III. Responsibilities and Procedures

The office of Institutional Effectiveness and Planning will have the responsibility for providing a list of students who have met or exceeded the 36-hour limit to the General Education and Transitional Studies (GETS) Dean on a semester basis. Each semester, he Dean of General Education and Transitional Studies, the Department Head of Developmental and Transitional Studies, Coordinators of Developmental Mathematics, Reading and English, and the designated Student Success Center Counselor will review the records of all students who

- A. Have exceeded the 36-hour limit in developmental or transitional courses. The purpose of this review will be to determine if there are emotional, physical, or environmental factors [that should be] to consider before termination of enrollment is recommended. If it is determined that factors beyond the student's control have presented barriers to success, the student will be given an additional enrollment period to complete the courses with a specific plan for progress, performance, and completion.
- B. Give strong indicators of severe cognitive or personal barriers to learning which are impeding success in developmental/transitional course(s) regardless of number of semesters enrolled. The purpose of this review will be to identify whether or not such evidence warrants implementing the Continuation Review process. Continuation Review process is defined below.

IV. Continuation Review

- A. Students experiencing severe cognitive or personal barriers to learning will be referred to the Student Success Center through the Student Success Plan.

Office of Responsibility: Vice President for Academic Affairs/Chief Educational Officer

- B. A counselor will meet with the student to discuss the barriers through an in-depth interview (or sequence of interviews). The counselor will recommend additional testing, by Piedmont Technical College and/or Vocational Rehabilitation, which is viewed as necessary in order to complete a detailed analysis to identify probable causes of the difficulties (e.g. unawareness of learning disabilities, procrastination, memory, retention difficulties, etc.)
- C. The counselor will respond to the Student Success Plan after interviewing the student.
- D. If the detailed analysis presents evidence requiring a course of action, a group consisting of the Dean of General Education, the Vice President for Student Development, Department Head of Developmental and Transitional Studies, the department head or program coordinator of the student's program of study, and the student's academic advisor will convene to review all evidence and pertinent data of the student's academic progress. This group will recommend to the Vice President of Academic Affairs/Chief Educational Officer a course of action. Suggested courses of action include, but should not be limited to
 - 1. Continuation in developmental/transitional courses with a specific plan for attendance, progress, performance, and completion. Student is required to meet with Developmental/Transitional Studies Department Chair at midterm and end of semester for progress reviews.
 - 2. Change to a course of study with lower basic skills requirements.
 - 3. Waiver of developmental/transitional courses. Form attached.
 - 4. Termination from Piedmont academic programs for a period of not less than one year. There will be no termination of a student by a committee. The committee, at most, will recommend a course of action to the Vice President for Academic Affairs /Chief Educational Officer who will base his decision on a review of all pertinent information.
- E. The Vice President for Academic Affairs/Chief Educational Officer will review all evidence and pertinent data of the student's academic progress and approve the recommendation of the group and suggested course of action.
- F. Upon approval of the course of action, the Department Head of Developmental and Transitional Studies, the department head or program coordinator of the student's program of study, and the student's academic advisor will review the course of action with the student. The Developmental/Transitional Studies Alternative Form will be completed and the action plan implemented.
- G. In those instances, where a student who has been terminated from the college for one year, requests reinstatement prior to the end of the period of termination, the group identified in D above will convene to consider the request. The group can choose to recommend to the Vice President for Academic Affairs/Chief Educational Officer that the student be reinstated on a semester probationary basis if the student presents convincing evidence that the barrier (s) to success have been substantively removed. If the Vice President for Academic Affairs/Chief Educational Officer approves the recommendation, the student will be cleared to complete the registration process.

V. Required Form

The attached form will be used to implement this directive.

<u>Original on File</u>	<u>4/30/07</u>
Approved for Publication	Date

DEVELOPMENTAL/TRANSITIONAL STUDIES ALTERNATIVE FORM

NAME: _____ CURRICULUM: _____

Semesters in Developmental Class(es) _____

Documentation Attached? _____

RECOMMENDATION (Date: _____)

_____ A. Continue in developmental/transitional course(s) for one additional probationary semester. I understand that I am required to meet with the Developmental/Transitional Studies Department Chair at midterm and end of the semester for progress reviews. I understand the conditions for continuing in the developmental/transitional course are as follows:

_____ B. Change to a course of study which has lower basic skills requirements.
Recommended program is:

_____ C. Waive the developmental course(s) and take only curriculum courses.

_____ D. Terminate student for a minimum of one year.

Signature of Student

Signature of Counselor

Signature of DVS Chair

Dean of GETS Division

Vice President for Academic Affairs/Chief Educational Officer

Original- DVS Chair, Copy 1 Student, Copy 2 Advisor, Copy 3 Student Records

