

CAROLINAS COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: STUDENT ACTION PLANS

REVIEWER(S): Provost*
Dean of Student Affairs and Enrollment Management

Related Policies to Consult:

CCHS Policy: [Academic Integrity \(Sec. II\)](#)
[Community Standards \(Sec. II\)](#)
[Dismissal \(Sec. II\)](#)

I. POLICY

Student action plans are intended to increase the likelihood that students will succeed in meeting course and/or program learning outcomes and comply with established academic and conduct standards by providing clear expectations, suggestions, and the opportunity for improvement. A student action plan can be initiated for any of the following:

Academic action plans:

- The student is not progressing toward achievement of one or more learning outcomes.
- The student is likely to benefit from enhanced or remedial learning activities to meet one or more learning outcomes.
- The student has failed to meet one or more learning outcomes.

Administrative action plan: The student demonstrates behaviors (or lack thereof) that violate the student code of conduct or honor code.

II. PROCEDURE:

- A. A student action plan can be initiated by a faculty member, program chair or administrator (e.g., dean) at any time during a student's enrollment. When an administrative action plan is initiated, the administrator notifies the appropriate program chair regarding the infraction.
- B. For first infractions, the faculty member or administrator notifies the student verbally and in writing of the deficit/violation. The notification is kept in the student's program file. For more severe first infractions (e.g., safety issues), an action plan may be initiated immediately.
- C. For a second infraction, an action plan is completed according to the steps outlined below.
 - Prior to meeting with the student, the responsible faculty member or administrator notifies the program chair of the need to initiate an action plan.
 - The faculty member or administrator identifies the area of performance and/or policy and describes the deficiency or violation.
 - The faculty member or administrator works with the student to develop an action plan that includes a review of the deficiency/violation, specific goal(s) for improvement, and a timetable for corrective action to take place.
- D. The student is responsible for:
 - Regularly meeting with the faculty member/administrator at specified intervals to discuss progress towards the goal(s) outlined in the action plan.
 - Submitting documentation of improvement as designated in the action plan, and
 - Demonstrating that the deficiency or violation has been appropriately addressed within the time frame in the action plan.

- E. The faculty member/administrator is responsible for:
 - Providing written documentation to the student regarding the deficiency/violation.
 - Ensuring documentation is placed in the appropriate student/program file, and
 - Conferring with related staff regarding the tenets of the plan (e.g., student success coordinator, advisor, other course faculty, program chair).
- F. Failure to meet the criteria of the plan within the specified time frame can result in additional sanctions (e.g., failure of course, academic probation) or recommendation for dismissal, in accordance with college policy.
- G. In extreme cases, severe infractions (that may include, but are not limited to significant patient safety issues, severe disruptive behavior, intimidation or harassment) can result in immediate removal for the clinical and/or college setting and recommendation for dismissal.
- H. Additional steps and/or actions may be required according to program-specific requirements, which will be outlined in program policies and course syllabi.
- I. If an infraction occurs that is a repeat of an infraction previously addressed in an action plan, a new action plan may be initiated immediately without a verbal warning.
- J. Students can be placed on concurrent administrative and academic action plans. The administrator and program chair confer to determine whether similar administrative and academic action plans should be monitored separately or combined since administrative and academic action plans may be developed based on observations of the same behaviors or deficits but have different focuses (i.e., administrative issues are likely to be broad, long term while academic issues are related to specific, clinical objectives).
- K. The Student Action Plan Policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____