



SATISFACTORY PROGRESS - ADVISING PROCESS

Faculty Advising Steps □ The following steps are recommended for advising students when there is not some egregious act that warrants swifter action.

STEP	ACTION	Persons Involved	RESULT
1.	Instructor meets with student following the established tracking process. Tracking is done, at minimum, each month.	Instructor, Student	Students making satisfactory progress in any area are praised. Students who do not make satisfactory progress in any area are provided with a recommendation on how to meet the requirement and the accountability measurement on the progress chart.
2.	Instructor meets with student following the established tracking process.	Instructor, Student	Students making satisfactory progress in any area are praised. Students making progress to the instructor's satisfaction in areas with prior recommendations are praised. Students who continue not making satisfactory progress are provided with a recommendation on how to meet the requirement and the accountability measurement on the progress chart and may be referred to student services for advising. If a referral is made to student services, faculty will include all prior advising information.

Student Services Advising Steps □ The following steps are recommended for advising students when a referral is received that does not involve some egregious act that warrants swifter action.

STEP	ACTION	Persons Involved	RESULT
1.	VP of Student Services and Instruction (VP) or designee reviews submitted information and talks with instructor as appropriate. Meets with student (including parent and instructor if this is a high school student) to gain understanding.	VP or designee , Student (Parent Instructor)	VP or designee may: create a daily, weekly or monthly contract that lists the expectations and accountability measurement for student that advising will follow up on and/or remove the student from the program temporarily or permanently as appropriate.
2	VP of Student Services and Instruction or designee meets with student following the established timeline to review status of contract.	VP or designee , Student (Parent and/or instructor as needed)	Students showing marked improvement which meets the expectations set forth during prior meeting(s) are praised. Students who continue not meeting goals and expectations will be removed from the program.

Advising Flowchart

