

Mt. San Antonio College Adult HS Diploma

Progress Policy
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The Matter of Progress

- **Issue**

- Faculty and staff dedicated time and effort to students who were attending large numbers of hours without demonstrating academic progress

- **Reality**

- No requirements for academic progress existed
- Students who were not making progress did not necessarily exhibit poor conduct
- Students needed more structure and accountability

Impact of Low Progress

- Affected the overall progress and completion rate of the program
- Took resources from other students
- Created a sense of powerlessness among the faculty
- Some students had a false sense that they were making progress (i.e., earning credits) by simply accumulating attendance hours

Progress Policy

- Drafted in Fall 2009 by Adult Secondary Program faculty and staff
- Presented to the Mt. SAC Student Preparation and Success Council (SP&S)
- Edited draft based on SP&S input
- Approved as an Academic Policy by SP&S Council in March 2010, the Academic Senate in April 2010, and received Board approval in May 2010.

Progress Policy guidelines

- **Objective**

- Students should complete a minimum number of high school credits within 100 hours of attendance.

- **Progress Requirements**

- Students must earn a minimum of five (5) credits for every 100 hours of attendance.

Prescribed Intervention Stage 1

- Student reaches 100 hours of attendance without completion of course
 - Mandated to meet with a counselor (cannot enter class)
 - Identify barriers to completing credits
 - Suggest interventions to completing credits
 - Issue Prescribed Intervention form to student with date of completion listed
 - Duration of Stage 1 – 40 hours

Probation – Stage 2

- Student has passed the PI stage of 40 hours without completing the course
 - Blocked from attending class
 - Assistant Director or HS Supervisor issues contract
 - Duration of the stage 1– 40 hours
 - Mandated actions during the contract (tutoring, counseling meeting, instructor check-ins)

Academic Dismissal – Stage 3

- Student has not completed the course after the Probationary Stage
- Dismissed for 200 hours (400 hours if second dismissal) or about 10 weeks.
- Upon return, sign a contract to complete course in agreed upon hours.

Challenges/Impact

Year 1 – 2010-11



- Record keeping in an open/entry-open/exit program!
- Communication between faculty, counselors, and program staff
- Student dissemination and awareness
- Initially did not intend to include special needs, disabled, or ESL students in the progress policy, but had to apply policy to them due to college policies.
- Loss of students

First Full year of Implementation 2011-12

- Record keeping processes established
- Applied policy to all students regardless of their status
- Communication refined
- Continuous check-ins with office, program, and instructional staff
- Student awareness of policy grew
- Observation by faculty of increased student focus on completion

Outcomes 2011-12

- 119 students subject to Progress Policy
- 93 courses completed within the academic year by students on the PP
- 78% course completion rate for PP students
- Good retention and good success rates
- General population of AD students – 41% course completion rate
- 5 dismissals; 4 returned; 4 completed course

What's Next?

- Collect a variety of data on the PP and student trends
 - Stages of intervention
 - Completion points
 - Subjects with most PP students
 - Student input/surveys on PP
 - Investigate impact on completion of diploma

For more information on Mt. San Antonio
College's Progress Policy, please contact:

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