



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Satisfactory Academic Progress—Vocational Programs

Effective Date: August 2018

TITLE: Satisfactory Academic Progress—Vocational Programs

RATIONALE: To ensure that Student Academic Progress Reports are provided to students at regular intervals that is consistent with accrediting bodies

POLICY:

Students must maintain satisfactory academic progress in their course(s) of study. The standards that are set forth here provide an overview to define satisfactory progress and the global expectations of Princeton Rescue Squad's Education Department. It is imperative that students read their enrollment packets and Syllabus carefully for additional course specific stipulations to maintain good academic standing in his/her program of study.

Students **MUST** maintain a "C" average in any initial education course offered at Princeton Rescue Squad. Faculty will routinely discuss student progress throughout the program of study at regular intervals (increments no longer than 25% of the program) to provide learners with adequate chances to take corrective actions. If it is identified during these routine progress reports that a student has an average score less than a "C", or if consistent "Critical Fails" are identified in laboratory skill sessions despite documented remediation then the instructor will develop an IEP (Individualized Education Plan) with the student to create a more formalized measure to prevent course failure. In the event an IEP is utilized, the student **MUST** meet with the instructor for at least one additional session after the IEP is drafted to re-evaluate his/her progress prior to the next scheduled progress report interval.

A student who receives a grade of "Incomplete", a "D", or "F" in any initial education course will be dismissed from the program. Any student who withdraws "VW", was issued a special dispensation "SDW", or was withdrawn "IVW" from the course prior to its completion will not have grades included in the calculation of a final GPA; however, they are counted in successful course completion percentage as courses attempted but no successful completion. Any student who chooses to repeat a course regardless of the circumstances will be enrolled under a new enrollment agreement. Transfer credit will count toward the pace of completion, but not included in the calculation of a final GPA. At this time, remedial course work is not offered at Princeton Rescue Squad.

Satisfactory progress is also quantitatively measured based on the amount of time required to complete the program of study. Students must attend 95% of the program to be considered in good Academic Standing. If a student's excused absenteeism exceeds 5% of the program, it is up to the individual to acquire all missed work and develop a plan of action with the instructor to complete assigned lecture and materials comparable to the time frame of the curriculum that was missed. The missed coursework and exams must be completed within 72 hours of the absence and prior to the last date of the class.

If a student is unable to meet satisfactory academic progress, he/she will first be notified by the instructor who will provide them with their grade card and thoroughly discuss and document any questions he/she might have on the corresponding Student Advisory Form. Finally, the student will receive a letter through the mail detailing the results of their grade card evaluation and final course score.

It is the responsibility of the Education Director to ensure an adherence to this policy by remaining in contact with instructors and analyzing student progress toward programmatic outcomes.

RESPONSIBLE PERSONNEL:

Education Director, Instructional Faculty