



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Student Progression Documentation Policy Policy 7.7

About This Policy:

Effective Date: 08-01-2019

Approval Dates:

Management Team: 01-25-2019

Scope

This policy is for all of the Dwyer College of Health Sciences.

Policy Statement

The purpose of this policy is to identify the strategies and tools used by the IUSB Vera Z. Dwyer College of Health Sciences (IUSB-CHS) to help students succeed.

Procedure

Problem Area Assessment Form:

Faculty members use the Problem Area Assessment Form to identify specific problem(s) a student may be facing in their course(s). The faculty member initiating the form will discuss the issue with the student, and together mutually form/discuss a plan for success. The Problem Assessment Form will be directed to the Executive Chair of the APG Board, who will make notation of receipt with the Assistant Dean and Director of the program, and the Assistant Dean for Student Success. The Problem Assessment Form will be filed in the student's file.

Learning Contract for Student Success:

Learning Contracts are designed to help students succeed in a course when the student has been experiencing difficulties. It is not intended to be punitive but it is a serious effort to identify ways to avoid failure in a didactic or clinical course. A learning contract will include a description of the problem, course competencies or objectives not being achieved, goals to achieve in order to be successful in the course, and a mutually developed plan. The plan will include deadlines by which these goals must be achieved.

The student is expected to fully participate in developing and implementing the plan for improvement, and to communicate the plan to all relevant faculty members as long as the contract is in effect. If a student is unable to meet the terms of their learning contract, it may become grounds for failure of the course or dismissal from the program.

Learning Contracts will be directed to the Executive Chair of the APG Board, who will make notation of receipt with the Assistant Dean and Director of the program, and the Assistant Dean for Student Success. The Learning Contract will be filed in the student's file.

Learning Contracts will be re-evaluated by the initiating faculty member at the end of the semester to determine if the contract has been completely resolved, or should be continued in the next semester. If the contract is to be continued, it will be forwarded to upcoming faculty for review to assist the student's future success.

APG Board Learning Contract for Student Success:

The APG Board reserves the right to initiate an APG-driven Learning Contract at any time, however, it is usually initiated in the case of more than one previous Problem Area Assessment Forms and/or Learning Contracts. The APG Contract follows a similar procedure as outlined above, facilitated by the Executive Chair of the APG Board and/or and APG Board member. If a student is unable to meet the terms of their APG Learning Contract, it may become grounds for failure of the course or dismissal from the program.

Due to the serious nature of issues involved, APG Board-initiated Learning Contracts remain active until the student successfully graduates, is dismissed from the program, or voluntarily exits the program.

Note: The decision to initiate a Problem Assessment or Learning Contract is a faculty decision, based on the individual situation in consultation with the Assistant Dean and/or the Executive Chairperson of the APG Board. It is also influenced by the APG Decision Tree.