



Policy #:	MLS-A-04
Effective date:	08/01/2023
Target group:	All students, faculty, and clinical partners
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Opportunities for Success Documentation

Purpose

The purpose of this policy is to define the expectations for documentation of opportunities for student success in the Medical Laboratory Science program.

Policy

In accordance with policies set forth by the [IU South Bend Office of Student Conduct](#), all students will be provided with due process and procedural fairness, to ensure equal protection for all students, and for the imposition of similar sanctions for similar acts of misconduct or opportunities for improvement. Students will be notified of opportunities for improvement when unsatisfactory progression towards course objectives and/or requirements and/or program goals, objectives, or competencies occurs. Students will develop a personal plan for success.

Procedure

Level 1: Notification of Opportunity for Improvement

The goal of the Notification of Opportunity for Improvement Form is to notify students as early as possible when their demonstrated behavior and outcomes are not consistent with progression towards course and/or program expectations. The document lists commonly identified areas for improvement. Additional areas may be outlined in the narrative portion of the document.

- When a faculty member identifies a student with an area(s) of concern, the faculty member will request a face-to-face meeting with the student to discuss the identified opportunity for success and complete a Notification of Opportunity for Improvement Form. The faculty member can request the presence of the Program Director at any meeting.
- When a clinical preceptor identifies a student with an area(s) of concern, the clinical preceptor will meet with the MLS faculty member of record for the clinical externship course to discuss the concern(s). After meeting with the clinical preceptor, the faculty member will request a face-to-face meeting with the student to discuss the identified opportunity for success and complete a Notification of Opportunity for Improvement Form. The faculty member can request the presence of the Program Director at any meeting.

Prior to the meeting, the faculty member will provide the student with the completed Notification of Opportunity for Improvement Form for review. The student will complete the *Student Comments and*

Chosen Success Strategies section prior to the meeting. During the meeting the student and faculty will discuss the opportunity for improvement and revise the Notification of Opportunity for Improvement Form (if necessary). The student and faculty will sign the Notification of Opportunity for Improvement Form once completed. An electronic copy of the completed form will be provided to the student and stored electronically.

Level 2: Student Success Plan

A student success plan helps the student identify opportunities for improvement, clarify expectations, and develop an individualized plan for long-term success in meeting the expectations and outcomes of a course or program. The student will take ownership of the responsibility for achieving the desired outcomes for success. The faculty member will be a mentor and accountability facilitator in the plan for success. The student will be provided feedback regarding progress toward meeting identified goals.

Repeated receipt of the Notification of Opportunity for Improvement Form with lack of evidence of improvement may lead to a Course Level Success Plan or Program Level Success Plan. A student success plan may be implemented with or without a prior Notification of Opportunity for Improvement Form depending on the area identified for success.

Course Level Success Plan

- Any MLS faculty member may initiate a Course Level Success Plan. A Course Level Success Plan addresses a single semester course. If a Course Level Success Plan is needed in a course taught by adjunct faculty, the adjunct faculty will obtain the help of the Program Director to develop the plan.
- Themes identified in a Course Level Success Plan could translate to a Program Level Success Plan if a pattern for the need of improvement for success is identified across multiple courses and/or semesters.

Program Level Success Plan

- Any MLS faculty member may initiate a Program Level Success Plan; however, the Program Director will hold responsibility for implementing the plan. A Program Level Success Plan is initiated if an opportunity for improvement for success associated with meeting program goals, objectives, or competencies is identified or if a pattern is seen with Course Level Success Plans across courses or semesters.
- A Program Level Success Plan may be updated as the student identifies strategies for success and will continue into subsequent semesters and for the duration of the program when appropriate.

When a Course Level Success Plan or Program Level Success Plan is initiated, the faculty member or Program Director will request a face-to-face meeting with the student to discuss the identified opportunity for success and complete the student success plan. During the meeting, the faculty member or Program Director will provide the student with the completed Course Level Success Plan or Program Level Success Plan for review.

Following the meeting, the student will complete the *Student Plan for Success* portion of the student success plan on or before the agreed due date. Once completed, the student and faculty member or Program Director will communicate to review, discuss, and revise the student plan for success, complete

all areas of the form, and sign the agreed upon completed form. An electronic copy of the completed form will be provided to the student and stored electronically in the student file.

At the end of the course or semester, the faculty member or Program Director will meet with the student to discuss the final status of the student success plan.

- If the student success plan is at the course level, the faculty member will document if the student successfully completed the plan or not. Student success plans that are not successful will be referred to the Program Director for further review.
- If the student success plan is at the program level, the Program Director will evaluate and document the student's progress with the success plan.

If a student does not successfully complete a plan of success, this could lead to dismissal from the program.

- Dismissal actions are implemented upon decision of the School of Health Sciences Applied Health Sciences Student Council.
- The student may appeal a dismissal decision within five days of notification, in accordance with policy AS-05-C, published by the School of Health Sciences.

Appeals

If a student that a Course Level or Program Level Success Plan has been applied in a punitive manner or without just cause, or if the student does not feel that the plan was drafted mutually, the student may appeal the decision by following the process outlined in the School of Health Sciences policy AS-05-C *Student Appeals*.

Related Documents

- MLS-A-04.1 Opportunity for Improvement in Didactic and Laboratory Courses Form
- MLS-A-04.2 Opportunity for Improvement in Clinical Rotation Form
- MLS-A-04.3 Course Level Success Plan
- MLS-A-04.4 Program Level Success Plan
- SAHS AS-05-C Student Appeals

Policy History

Date	Action
08/01/2023	New policy
08/01/2024	Updated division name, policy number, and titles due to campus reorganization