

**TITLE: Notification of Improvement**

**POLICY NO: R-13**

**EFFECTIVE DATE: 8-27-25**

**REVISION DATE: 9-3-21, 5-11-23, 8-7-23, 5-9-24, 8-1-25**

**Purpose:**

The purpose of this policy is to define the expectations for documentation for student success in the Radiography and Medical Imaging Program.

**Policy:**

Per IU Policy, 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.

**Procedure:**

When opportunities of improvement are noted by faculty, students will be given a notification of improvement through an Alert Form (written warning) or a Program Level Success Plan.

An Alert Form or Program Level Success Plan can affect course grades and progression in the program.

**Alert Form - Notification of Opportunity for Improvement**

The goal of an Alert Form is to notify students as early as possible when opportunities for success occur. An Alert Form lists commonly identified areas for improvement. Additional areas may be outlined in the narrative portion of the document.

When a faculty or a clinical instructor identifies a student with an area(s) of concern, the faculty and/or clinical instructor may request a face-to-face or Zoom meeting with the student to discuss the identified opportunity for success and complete an Alert Form. During the meeting, the faculty or clinical instructor will provide the student the completed Alert Form for review. The student will complete the 'Student Comments and Chosen Success Strategies' section after the meeting. The student and faculty/clinical instructor will sign the Alert Form once completed. An electronic copy of the completed form will be provided to the student and stored electronically. The clinical instructor will send the Alert Form to the program.

- Alert Form - Notification of Opportunity for Improvement- Course
  - Faculty use the Alert Form to identify and document specific opportunities for improvement a student may be facing in their course.
  - The action taken by faculty depends what is outlined in the course syllabus. This follows the course policies found in course syllabi and students may also be put on a Program Level Success Plan.

- Alert Form - Notification of Opportunity for Improvement-Clinical and Lab
  - Faculty and clinical instructors use the Alert Form to document specific opportunities for improvement a student may be facing in clinical or lab.
  - The action taken by a clinical instructor or faculty depends on what is outlined in the course syllabus. This follows the course policies found in clinical and lab syllabi and students may also be put on a Program Level Success Plan.
  - Professional point deductions may be included in an Alert Form. If professional point deductions are given, a student meeting will occur. Clinical instructors cannot give out professionalism point deductions.

### **Program Level Success Plan**

A Program Level 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 the program. The student will take ownership and responsibility for achieving desired outcomes for success. The student will be provided feedback regarding progress toward meeting identified goals which will be provided in the Program Level Success Plan.

Repeated receipt of Alert Forms with lack of evidence of improvement can lead to a Program Level Success Plan. A Program Level Success Plan can be implemented with or without a prior Alert Form.

When the faculty identifies a student with a need for a Program Level Success Plan, the faculty will request a face-to-face or Zoom meeting with the student to discuss the identified opportunity for success. This allows the student to share their experience and perspective.

Following the meeting, the student will complete the 'student plan for success' by the agreed due date and time. Once complete, the student and faculty will review, discuss, and revise the plan (if needed) and sign. An electronic copy of the completed form is provided to the student and stored electronically.

- Program Level Success Plan
  - The action taken by faculty depends what is outlined in the course syllabus. This follows the course policies found in course syllabi. Students can be removed from clinical depending on situation. Clinical hours missed will need to be made up by the student unless otherwise approved by the program director.
  - A Program Level Success Plan is evaluated at the end of each semester. The results of the evaluation will be shared with the student.
  - Professional point deductions may be included in a Program Level Success Plan.
  - If a student does not follow the terms of a Program Level Success Plan, professional point deductions will occur or possible dismissal from the program.

Please see R-24 Violations Policy for details on course violations and offenses.