

IMPROVEMENT PLAN

Improvement Plans are used to indicate area(s) of deficiency that place the student at risk of not meeting course competencies. The Improvement Plan includes a summary of the area(s) of concern, student and instructor recommendations for improvement, and criteria to be used for evaluation. The Improvement Plan is signed by both the student and instructor as acknowledgement of the meeting. A copy of the signed Improvement Plan is given to the student at the time of completion of the conference. The original copy of the Improvement Plan is kept in the student record in a secured file.

Improvement Plans are used to address concerns for the student's performance in both clinical, lab (skills), and theory-based classroom courses.

The Improvement Plan will be developed mutually when the student is not meeting the minimal level of competency.

Referrals

Referrals are made to direct the student to the Academic Support Center for remediation (grammar, reading, mathematics, spelling, test-taking, etc.) or Student Services for counseling.

Conferences are scheduled involving the student, instructor, counselor, and personnel as appropriate.

Automatic Triggers for Improvement Plan Development:

1. *Exam score below 79.5% on any Program Exam (below 80% for ADN)*
2. *Core course grade below 79.5% at midterm*
3. *After the 3rd assignment with points deducted for grammatical errors*
4. *Unprofessional Behavior*
5. *As determined by Instructor*
6. *After the 3rd discussion regarding student's soft skill performance (from Core Ability Form for OTA)*
7. *After 3 NYs on the Core Ability Form (for OTA)*

IMPROVEMENT PLAN

Student's Name: _____

Date: _____

Instructor's Name: _____

Course Title and Number: _____

Area of Concern:

Theory

Clinical Lab/Skills

Conduct

Academic Status:

Warning

Failing

Below Average

Areas Needing Improvement:

Improvement Plan Strategies (Mutual):

Criteria for Evaluation: Must be measurable with a deadline.

Student Signature

Date

Instructor Signature

Date

A copy of the report will be provided to the student and Program Director within seven (7) days.
Signature of the student denotes that the Improvement Plan has been reviewed with the student.