

Last Chance Notification Process

1st Quarter:

- Faculty address progression issue with student, or
- makes note in student file: “ Student needs to write a success plan” prior to registration
- Success plan includes: Progression issue from first quarter and how or what the student will do differently to be successful upon enrolling this time.

2nd Quarter:

- Issue(s) continue.

3rd Quarter:

- Prior to enrolling 3rd quarter student schedules a meeting with the Dean of Transitions
- Student brings success plan to the meeting
- Dean discusses and delivers Last Chance Letter to student with student expectations and consequences
- A copy of the letter is placed in the student file