
**Academic Progression Policy for
Developmental Programs**

Policy Number:	E-1.16
Category:	Educational
Effective Date:	September 1, 2020
Approval Process:	Section 24
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POLICY

Northern Lights College is a community-focused provider of education; our central intention is to facilitate the success of learners.

In order to fulfill our obligations to our learners, it is necessary that we keep track of academic outcomes and intervene when we see that performance requirements are not being met.

This policy addresses the academic progression of students in NLC's Developmental programs.

PURPOSE

Specifically, this policy addresses procedures under which a student may repeat a Developmental course after a first attempt.

SCOPE

This policy applies to all students in all Developmental program areas at NLC (Career and College Preparation, English as a Second Language, and Adult Special Education).

PROCEDURE

The procedure described here aligns with the "Course Repeats" section of NLC's Evaluating Students Policy (E-1.07) while providing additional information that applies to students in Developmental programs.

1. Students who have made one attempt to complete a course in a Developmental program do not require permission for a second attempt in a subsequent semester.
2. Students who have made two attempts to complete a course in a Developmental program require permission from the program Chair for a third attempt in a subsequent semester.

In this situation, students in Developmental programs must work with the program Chair to complete a Third Attempt Academic Success Plan (see attached form). The program Chair will notify the Office of the Registrar if permission has been granted for a third attempt by submitting a fully executed copy of a Third Attempt Academic Success Plan.

3. Students who have made three attempts to complete a course in a Developmental program may make additional attempts after a minimum of three years with permission from the program Chair or Dean.

In this situation, students in Developmental programs must work with the program Chair or Dean to complete an Additional Attempt Academic Success Plan. The Additional Attempt Academic Success Plan is a formal and individualized narrative reflection on how success may be achieved. After speaking with the student, the program Chair or Dean will identify key components of an Additional Attempt Academic Success Plan. Generally, this document will comprise 2—3 double-spaced pages. The program Chair or Dean will notify the Office of the Registrar if permission has been granted by submitting the Additional Attempt Academic Success Plan.

DEFINITIONS

Third Attempt Academic Success Plan: a Third Attempt Academic Success Plan serves as a record of an agreement between the student and the program Chair. This plan will be retained in the Chair's departmental files and submitted to the Registrar's Office. (Please see E-1.16.01 Academic Success Plan form)

Additional Attempt Academic Success Plan: an Additional Attempt Academic Success Plan is a formal and individualized narrative reflection on how success may be achieved. After speaking with the student, the program Chair or Dean will identify key components of an Additional Attempt Academic Success Plan. Generally, this document will comprise 2 - 3 pages.

STAKEHOLDERS

NLC Faculty and Staff

NLC Students

NLC Education Council

Program Advisory Committees

RELATED POLICIES AND REFERENCES

E-1.07 Evaluating Students

E-4.05 Student Rights and Responsibilities

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	October 23, 2019	Steve Roe	Education Council

Next Scheduled Review Date

October 23, 2024