



Adult High School Diploma Progress Policy

Objective

Students should have a minimum number of high school credits that must be completed within 100 hours of attendance.

Progress Requirements

Students must earn a minimum of five (5) credits for every 100 hours of attendance.

Low Academic Progress Notification and Prescribed Interventions

A student who does not meet the above progress requirements will receive a written notification of low academic progress. The student will be required to participate in the following prescribed interventions:

1. Meet with a counselor to identify barriers to success and to create a reasonable plan of action that will assist the student in completing the assigned credits. This plan will span a period of 40 hours of attendance.
2. Request a Grade Report from an Instructor after each 20 hours of attendance so that the student can self-monitor progress.
3. Meet with a counselor after 40 hours of attendance to evaluate progress.

**If the student completes the credits prior to the end of the Prescribed Interventions period, he/she will be released from the contract requirements.*

Progress Probation

In the event that a student does not follow the Prescribed Interventions, the student will be placed on Academic Progress Probation. Requirements are as follows:

1. The instructional faculty and counselors will determine a specific and appropriate number of assignments to be successfully completed (passing with a 70% or better) by the student within the next 40 hours of attendance. This will constitute a Progress Probation Contract.
2. Upon the Assistant Director or Director's approval of the Progress Probation Contract, the Assistant Director or Director, Adult Basic Education, will issue the contract to the student.
3. The student will be required to meet with an assigned counselor after 20 hours of attendance.
4. The student will be required to request a Grade Report from an Instructor after each 10 hours of attendance so that the student can self-monitor progress.
5. Meet with the Assistant Director or Director, Adult Basic Education, after 40 hours* of attendance to determine if the Progress Probation Contract requirements were met.

**If a student completes the credits prior to the end of the Progress Probation Contract, he/she will be released from the contract requirements.*

Academic Dismissal

Dismissal occurs if a student has not responded to Prescribed Interventions or adhered to a Progress Probation Contract. The following are lengths of dismissal periods:

- First incidence of dismissal – period of 200 hours
- Second dismissal – period of 400 hours, followed by a formal request by the student to return to the program.

Appeal of Dismissal

The student subject to dismissal may request an appeal of dismissal from the Adult Basic Education Administration Office. If approved, the student will be provided with a contract that requires finishing the incomplete course in a specified number of hours, as well as meet with counseling and tutoring staff as prescribed. If the student chooses not to make the request, or the request is denied, the student shall be dismissed for at least 200 hours.

Reinstatement after Dismissal

A student dismissed for 200 hours may return without a formal request for reinstatement. However, the student will be required to meet with the Director or Assistant Director to sign a contract which stipulates successfully finishing (passing with a 70% or better) the incomplete course by a specified date.

A student dismissed for 400 hours must request reinstatement after the second dismissal by completing an Adult HS Diploma Reinstatement Form, available *through the Adult Basic Education Administration Office*. As part of the reinstatement requirements, the student must participate in counseling and complete the course within a specified number of hours. A reinstated student shall remain on a probationary, reinstated status until the course is completed. Failure to comply with the terms and conditions of reinstatement may result in subsequent dismissal for the next full 16-week semester.