

## EdCAP Satisfactory Academic Progress Policy

In order to maintain Good Standing in EdCAP students must:

### 1. **Earn Credit during each quarter enrolled**

- Students earn no credit when all grades fall below a 1.0 GPA or students are withdrawn from all classes.
- Credits for the following support classes do not apply: Integrated Learning (homework help), Re-engage, FLED, or courses that are less than 1 credit.
- Drop All: Students who drop from all classes within the first 10 days of the quarter will maintain their academic standing.

### 2. **Attend all classes and complete required attendance forms**

- Instructors may initiate a withdrawal/drop for students who fall below 60% attendance/participation.
- Students who do not submit an attendance form on time will not be able to take courses that are outside of the Pre-College Division.

### 3. **Maintain good communication with Case Manager and teachers**

- Notify Case Manager of any changes to contact information.

### 4. **Complete all required paperwork throughout the quarter**

- Including Choice Transfers, contracts, policies, etc.

### 5. **Comply with all policies of Edmonds Community College**

- Policies can be viewed in full at:  
<http://catalog.edcc.edu/content.php?catoid=27&navoid=9058>

Case Managers can drop/withdraw students from their classes at any point in the quarter if these policies are not met. Students will receive notification if they are required to take a 2 quarter break.

**I understand and will abide by these policies:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Academic Review & Mandatory Break Policy

Students who do not earn credit (see #1) will drop a standing. When a student has earned credit again, they return to Good Standing.

Depending on the number of quarters that no credit is earned, the student will be given the following additional supports:

Quarter	Outcome
<b>Q1:</b> 1 quarter without earning credit	- Must register for Integrated Learning and Re-engage - Must attend regular meetings with case manager
<b>Q2:</b> 2 quarters without earning credit	- Must register for Integrated Learning and Re-engage - Must attend regular meetings with case manager - Will be limited to 1 additional course approved by case manager
<b>Q3:</b> 3 quarters without earning credit	- Must register for Integrated Learning and Re-engage - Must attend regular meetings with case manager - Will be limited to 1 additional course approved by case manager - Will create contract with case manager, where students will work to identify obstacles and create a contract* <i>*Failure to meet the terms of the contract will result in removal from all classes and a 2 quarter break. Students are encouraged to use this time to address obstacles that have impacted their academic success.</i>
<b>Q4:</b> Returning from 2 quarter break	- Students returning from 2 quarter break will start at Q2, and continue through process until credit is earned

[A] Effective beginning 2019-2020