

College Policy and Procedures

College Achievement Partnership (C.A.P.) A-Level Academic Progress Policy

Issue Date: Fall 2004

This policy supercedes College Policies and Procedure
Memorandum No. 8 (2004 revision)

1. All new A-level students are limited to two attempts to progress to C.A.P. B-level.
2. At the beginning of their first attempt, students will receive a letter via their English classroom faculty explaining the progress policy. This letter will include recommendations for strategies the students may employ to enhance their chances for success.
3. Students who earn an MP, F or who withdraw in their first attempt will be provided the following interventions:
 - (a) Academic Advisors will alert students at the time of registration for the second A-level attempt that they will be removed from the program should they not pass 089/097 on their second attempt.
 - (b) Second semester repeaters will receive a letter from the Office of Developmental Education via their English teacher at the beginning of their second attempt. This letter will again remind students of the two-semester policy and will include recommendations for strategies the students may employ to enhance their chances for success. The letter will also include a list of resources available to assist them.
 - (c) At the mid-semester mark of the second attempt, all repeating students who receive an MP or F will be advised to meet with a C.A.P. staff member for the purpose of assessing their academic standing.
4. Students ineligible to return to the Program may re-enter the Program only if after a two semester interval they take the College's Placement Test and place directly into C.A.P. B-level.