

3357:13-14-22 Academic Milestones Policy (Academic Planning and Advising System)

- (A) North Central State College's academic planning and advising system provides students with a recommended map for their program of study (generally four full-time semesters for associate's degrees). The map is a plan for completing the associate's degree or certificate in optimal time. Students' academic progress is monitored each semester to ensure that students are on course to earn their degree/certificate in a timely fashion. Students may use summer terms to either catch up or get ahead in their program.
- (B) In academic planning and advising, Academic Milestones are used to alert students to courses that are particularly important for their successful progress. Academic Milestones are also used to monitor the progress of students in their programs to ensure that they achieve their goals in optimal time and with minimal expense. The College's goal is that any student who does not schedule an Academic Milestone at the appropriate time or who does not complete an Academic Milestone successfully will be contacted by an academic advisor and will be counseled on how to get back on track—arranging for support services such as tutoring, counseling, and disability accommodations; rescheduling the course or assessment; or considering a change of programs.
- (C) Academic Milestones are identified on curriculum worksheets. Two types of milestones are used to indicate the type of challenge that the course represents: the Gateway Milestone, which identifies entry-level courses with a high degree of difficulty, and the Program Milestone, for which success is essential for the student to progress as planned in the program. (See [14-221 Academic Milestone Definitions and Procedures](#) for further information and guidance and [14-222 Listing of Milestone Courses](#).)
- (D) Faculty teaching milestone courses must enter grades for all graded work in Canvas throughout the term (providing one-week turnaround as much as possible).
- (E) Faculty use checkpoints within the term to facilitate and monitor students' success in milestone courses. The checkpoints are defined in [14-223 Classroom Checkpoints Calendar for Milestone Courses](#).
- (F) Students in milestone courses are contacted if they are not making appropriate progress. If students' attendance or academic performance is unsatisfactory at the end of three weeks in the term, their instructor will submit a Progress Check Grade, and the Aviso system will send a note asking the student to meet with the instructor to discuss a strategy for improving performance in the class. The student's advisor will also be notified. The advisor will contact

the student if the student has received 2 or more Progress Check Grades. Faculty are encouraged to work collaboratively with students on strategies for success.

(G) If students are off-plan (that is, they do not satisfy the appropriate milestones at the end of a semester), they will be contacted by their assigned advisor. The advisor will discuss with the students what is necessary to get back on track and/or possible alternative programs (if the difficulty is in a Program Milestone course for which the student demonstrates insufficient interest or aptitude).

(H) For further information and procedures on Academic Milestones, see [14-221 Academic Milestone Definitions and Procedures](#).

Effective: July 23, 2019

Expires: September 1, 2028

Review Dates: 6/26/18, 7/23/2019, 9/26/23