

## 3357:13-14-221 Academic Milestone Definitions and Procedures

### (A) Definitions

- (1) An Academic Milestone is a checkpoint in the student's academic program which serves as an indicator of satisfactory progress toward completing a degree, certificate, or other academic goal. Dependent upon the student's status at these checkpoints, an advising intervention may be required. The type of intervention is determined by (a) the type of milestone encountered and (b) the student's level of success with the milestone.
- (2) A Gateway Milestone is a course in which a large percentage of students enroll their first or second semester in the college and with a high likelihood of difficulty (as measured by the number of students withdrawing from the course or earning a grade of less than C-). The College identifies these Gateway Milestone courses for enrolling students so that they understand the investment of time and effort that these courses require and advises students to consider balancing their academic schedule and personal commitments. Worksheets outlining strategies for success are provided during the new student orientation by Student Success advisors.
- (3) A Program Milestone is a course for which success is essential for the student to progress as planned in the program. For example, a Program Milestone may be a prerequisite course for subsequent courses and/or provide the foundation on which subsequent courses are built. (For example, RNUR 1010 Basic Concepts in Nursing is a Program Milestone for Nursing.) When a student is not successful in a Program Milestone, intrusive, holistic advising is required to address student options for continued progress in the program of study.
- (4) The College provides a large range of support services for students in Milestone courses including early assessments, tutoring, Progress Check Grades, academic alerts, mid-term grades, workshops, emergency loans, computer labs, and grades and course materials available in Canvas.
- (4) Faculty are also provided a guide to actions that they should take to support and monitor success in milestone course, [14-223 Classroom Checkpoints Calendar for Milestone Courses](#). They are also required to keep grades current in Canvas (with preferably a one-week turnaround on grading).
- (5) Gateway and Program Milestones are identified on curriculum worksheets as Milestone courses and listed in [14-222 Listing of Milestone Courses](#).

## (B) Procedures

- (1) Academic Services identifies Academic Milestones on Curriculum Worksheets.
- (2) The Director of Advising and Transition Services ensures through communication, training, and monitoring that advisors are aware of Gateway and Program Milestones and discusses with students the special care needed when scheduling and taking these courses (for example, balancing school/life commitments, planning enough time for studying, staying in touch with instructors regarding any impediment).
- (3) FYEX Program Coordinator ensures that FYEX instructors also discuss with FYEX students the special care needed in milestone courses.
- (4) Instructors in milestone courses discuss on the first day of class the discipline-specific strategies for success.
- (5) Faculty teaching milestone courses take special care to use an assessment by the third week of class, utilize the early alert and advising platform (such as Aviso Engage) to send staff initiated early alerts related to attendance and academic performance concerns, provide timely and appropriate feedback throughout the course, and keep their grades current in the learning management system. Specific actions to be taken by Faculty teaching milestone courses are defined in 14-223 Classroom Checkpoints Calendar for Milestone Courses.
- (6) Instructors and administrators make sure that students wishing to drop milestone courses are fully aware of the consequences and that they schedule an appointment with their advisor to adjust their academic plan.
- (7) IT provides in Report Manager a list of students who have midterm deficiencies in milestone courses and who have failed to complete milestones courses at the end of each semester for follow-up by advisors.
- (8) IT also provides in Report Manager summary completion data for milestone courses at the end of each semester for use by division deans, assistant deans, and faculty.
- (9) Program coordinator/directors and faculty of these milestone courses meet with the dean and assistant dean, IR director, appropriate advisors, and other resource persons (Tutoring and Transition Services Director, Instructional Designer, etc.) at least once a year to discuss progress, possible causes of student impediments, and possible interventions and strategies to provide better support of student learning.
- (10) Faculty and staff implement any agreed upon changes in interventions and practices.
- (11) The Success and Completion Committee reviews the data annually to ensure that the appropriate courses are identified as Gateway and Program Milestones (see [14-222 Listing of Milestone Courses](#)).

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