St. Cloud Technical & Community College
Policies and Procedures
Chapter S3 – Educational Policies
S3.13 Academic Progress Notifications

Update Revision Responsibility: Vice President of Academic Affairs

Academic Progress Notification
Individual reports for unsatisfactory work (i.e. D, F, NC) shall be made by all instructors using the early warning electronic software. Academic Progress Reports are important for student academic success and will be shared with the student, the student’s academic advisor, and appropriate student success personnel. It is also the student’s responsibility to stay informed of his or her own performance in a class.

College President: ___________________________ Date: 11/9/15
Date of Adoption: __________________________
Date of Implementation: ____________________
Date repealed or replaced: ________________
St. Cloud Technical & Community College
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S3.13.1 Academic Progress Notifications Procedure

Academic Progress Notification
Instructors will respond to academic progress notification at designated reporting dates set throughout the semester using the college approved early warning system. Progress notifications will be distributed a minimum of 2 times per semester; within the first eight weeks, and midway through the second eight weeks. Instructors shall respond to the progress notification during the allotted timeframe.

When an instructor responds, the electronic system will notify the student, the student’s academic advisor, and student success personnel of the instructor’s concern(s).