

**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.

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College President: \_\_\_\_\_ Date: 11/9/15  
Date of Adoption: \_\_\_\_\_  
Date of Implementation: \_\_\_\_\_  
Date repealed or replaced: \_\_\_\_\_

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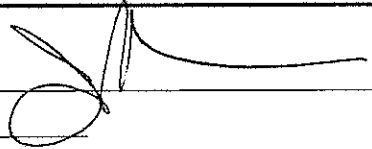
**S3.13.1 Academic Progress Notifications Procedure**

**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).

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