



ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAM

Student Performance Improvement Plan

Date Effective	April 12, 2010
Date Reviewed / Revised	April 2023
Program Level	General

POLICY:

The Performance Improvement Plan (PIP) process is intended to increase the likelihood that students will succeed in meeting course or SON level learning outcomes and comply with established academic and professional standards. A PIP can be initiated for any of the following:

- The student is not progressing toward achievement of one or more course or SON level learning outcomes,
- The student is likely to benefit from enhanced or remedial learning activities to meet one or more course or SON level learning outcomes,
- The student has failed to meet one or more course or SON level learning outcomes,
- The student demonstrates behaviors that violate the student code of conduct and or academic integrity.

PROCEDURE:

- At any time during a student's experience, the faculty member responsible for coordinating the course can initiate a PIP as per the items outlined in the policy above.
- Prior to meeting with the student, the faculty member responsible for coordinating the course will inform the a) student's advisor and b) Program Director / Area of Concentration Coordinator of the need to initiate a PIP.
- The faculty member may request consultation or review by the Department Chair and/or the appropriate Associate Deans of the need to initiate a PIP.
- The PIP form will contain:
 - a list of the learning outcome(s) not met or behaviors that require remediation.

- b. a detailed description of the of how the student is not currently meeting the listed learning outcomes/behaviors.
 - c. a plan of action to remedy the issue(s)/behavior(s)
 - d. an evaluation plan which includes future meetings.
5. At the time of the initial meeting and all subsequent meetings with the student, the student and faculty member will both sign and date the form, including any student comments.
6. After each meeting, one copy of the PIP will be given to the student and one copy retained by the faculty member.
7. At such time that the faculty member documents that the student has met the learning outcomes or remediated the behavior(s) that have been identified- they will notify the student, program coordinator and department chair in writing that the student has satisfactorily met the PIP conditions.
8. Resolution of the behavior(s) must be evaluated and resolved no later than the end of the term in which it was initiated, or within a designated timeline as agreed upon by all associated faculty. Failure to meet course or SON level learning outcomes or resolve the identified behaviors by the end of the term in which the PIP was initiated within a designated timeline as agreed upon by all associated faculty will result in failure of the course. If the student remedies the behavior(s) and meets course or SON level learning outcomes by the end of the course, this outcome will be noted on the PIP and all documentation related to the PIP will be forwarded to the Office of the Dean for secure storage. They will be retained until graduation and destroyed unless there are legal/accreditation requirements to retain the documentation.

Reference:

[Policy 305: Unsafe Student Clinical Performance](#)

[Policy 307: Academic Integrity: Student Obligations](#)

[Policy 366: Student Impaired Clinical Performance](#)

[Policy 437: Student Code of Conduct](#)

APPROVAL & REVISION HISTORY

Reviewed: 10-11, 13-14

Revised: 12/10, 2/14, 04/20, 4/23

Revisions Approved by Total Faculty: 01/11