

INDIVIDUALIZED PLAN FOR ACADEMIC SUCCESS SYSTEM (IPASS)

The intention of IPASS is to assist students to succeed in their academic endeavors.

At any point during a course, at the discretion of the Course Coordinators or Instructors, students may be contacted to develop and implement a plan for academic success. Prior to meeting with the Course Coordinators or Instructors, students are encouraged to prepare an individualized plan for academic success using COP's IPASS Form (please see course syllabi for more information on the IPASS Form).

When approximately 50% of the cumulative course grade has been generated or at the course midpoint, the Course Coordinator will identify the students achieving $\leq 75\%$ in the course and notify the student, the Director of Admissions and Student Services, and the Executive Associate Dean for Academic Affairs. At this stage, the students must complete the individualized plan for academic success form and communicate with the Course Coordinators or instructors within three business days. If a student fails to comply with this policy, the student will be required to meet with the Executive Associate Dean for Academic Affairs. Failure to meet with the Executive Associate Dean for Academic Affairs may result in referring the student to the APPC for further action.