



ACADEMIC ACTIONS

Last updated 8.15.22

At Verto, we believe all students should be academically prepared and #CollegeStrong! To achieve academic success, Verto prides itself on having caring faculty and staff who are committed to your learning. All Verto participants have an assigned Academic Success Coordinator who serves as a mentor and advisor, providing small group and individual advising sessions, academic success workshops, and other learning support services and resources.

A primary responsibility of faculty and staff at Verto Education is to provide opportunities for students to achieve academic success and progress toward degree completion. Verto provides proactive and responsive academic success resources, services, and interventions to support student academic and personal success. Academic Actions provide an opportunity for students to take ownership of their learning experience and identify critical resources to support academic success. Academic Actions offer students a space to reflect on skills and decisions that impact academic performance, and work with academic staff and faculty to receive guidance to navigate challenges and conflicts while receiving encouragement, academic support, and clear information relevant to academic status.

Students are responsible for taking a proactive approach to education by interacting regularly with faculty members, peers, and academic staff, by seeking out academic support and advising, monitoring your own academic progress, and making use of resources available to support learning. Substandard academic progress may result in academic actions such as convening a Care and Concern Meeting, issuing an Academic Warning, or the creation of Academic Improvement Plans. The purpose of Academic Actions is to help students be successful in the classroom, develop academic resilience, and create skills and strategies for long-term success and achievement.

Good Academic Standing

Verto considers participants with a GPA of 2.5 or higher (in progress) as good academic standing. Some colleges and universities have additional grade and GPA requirements. To ensure students are set up for transfer opportunities and long-term academic success, Verto sets a goal for students to complete their first semester with a 3.0 GPA or better. Students will meet regularly with their Academic Success Coordinator and College Counselor to ensure you maintain good academic standing and you are tracking toward transfer requirements for your desired post-Verto college or university.

Satisfactory Academic Progress

Students are required to maintain satisfactory academic progress, which entails the following:

- Full-time student status (12 credit minimum per semester) for visa and immigration regulations
- Demonstrated progress toward degree completion
- Completion of attempted credits, including attempted and earned credits

Academic Actions

Academic Actions are policies and procedures designed to help program participants succeed academically, take prompt corrective action(s) when needed, and achieve their academic goals. Faculty and academic staff provide training, interventions, and support as needed to help students succeed.

Academic Actions may be issued as a result of care and concern for student academic performance, irregular or substandard class attendance, missed coursework and assignment completion, class participation, academic policy concerns or violations, grades, active or experiential learning engagement, conflict with peers, faculty or learning partners, or other general academic reasons raised by academic staff or faculty relevant to student learning.

Throughout the term, you will meet with members of your academic care team to discuss academic success strategies, engage in learning support services, and address academic questions or concerns relevant to your study abroad and post-Verto academic plans.

Action: Care and Concern Meeting

At any point in the semester, faculty or academic staff may request a Care and Concern meeting to address academic concerns. This is a meeting between the student and the relevant member of the care team and/or faculty to check in on progress, to recommend learning support services, or to proactively address an issue related to academic engagement or performance before formal actions are necessary.

Action: Academic Warning

Students may be given a written academic warning during the semester if your academic engagement or grades are flagged as part of Verto's Early Warning / Early Actions review process. Verto closely monitors academic progress and performance and works with students to ensure GPA's are in alignment with post-Verto transfer plans and requirements.

- *Level 1 Warning:* This is the first warning that serves as a notification of academic misconduct or academic concern. This requires a meeting with the Academic Success Coordinator and/or other stakeholders to determine an appropriate action plan.
- *Level 2 Warning:* This is the secondary warning that will come with a formal written warning and an Academic Agreement or Academic Improvement Plan that requires immediate action and a meeting (or regularly scheduled meetings) with the Academic Success Coordinator, Academic Manager and/or Director and any other key stakeholders, such as faculty, for academic interventions.
- *Level 3 Warning:* This is the final warning that a student will receive if they are in jeopardy of maintaining good academic standing. Failure to maintain full-time status may result in course or program dismissal. The final warning will require a meeting with the Academic Director.

Action: Academic Agreement or Academic Improvement Plan

In the event of a specific conflict between students and faculty or student to student conflict, or as a follow up to a specific policy violation, an Academic Agreement will be prepared. Academic agreements work to address conflict through mediation, restorative actions, and conflict management.

- *Academic Agreement:* Documents specific agreements to address conflict, mediations, or corrective actions following a policy violation or academic conflict. This spells out specific agreements of the student to take ownership for addressing problems or policy violations.

Academic Improvement Plans outline training necessary to address academic skills and/or adjustments to academic behavior or performance. This may also include tutoring, learning support services, advising or mentoring conversations, or other academic actions as necessary to address substandard academic performance.

- *Academic Improvement Plan:* A plan that outlines specific tutoring, learning support services, academic goals/grades, and academic skills. This lays out a pathway for academic performance improvement as agreed to by the student.

Action: Course Dismissal

Students who engage in repetitive violations of course policies including attendance, coursework, class participation, or cause disruptions to the learning environment, may be subject to course dismissal if they have failed to meet the terms of their Academic Success Plan or Academic Agreement. Faculty have the authority to dismiss students from a class period or from the overall course if corrective actions have not been taken. Failure to maintain full-time students status (12 credits minimum) may result in Program Dismissal.

Action: Program Dismissal

Students who fail to maintain the minimum academic requirements may be subject to program dismissal. This includes violations of academic integrity, code of conduct, escalated academic policy violations and/or in the event that a student fails to remain in good standing or make satisfactory academic progress. All students are expected to maintain a full-time credit load (minimum of 12 credits) and regularly attend classes for the full program duration.

Academic Success Program Strategies

Academic Success Programs / College Strong Toolkit

Verto provides Academic Success Programming and a #CollegeStrong toolkit to offer program participants multiple opportunities to strengthen academic skills and learn new academic strategies to achieve academic success in a challenging, caring, and enriching learning environment. Students have opportunities to participate in regular workshops, self-guided learning, and advising with academic staff while onsite.

Academic Success Plan

The ASP is a proactive academic intervention intended to support all learners' academic success and progress toward course and program completion. The ASP will utilize information from the Academic Skills Inventory, along with feedback from faculty and academic staff to help create customized plans to help ensure students are #CollegeStrong. This will include collaborative planning and recommendations for #CollegeStrong workshops. ASPs can be created as an action item from a Care and Concern Meeting, following an Academic Progress Review, or upon request from a faculty or care team member to help students stay on track for academic success.

Academic Progress Review

The APR meeting is an opportunity for faculty, staff, and students to review academic progress. This can be scheduled after a Care and Concern Meeting, as follow up to other Academic Actions, at different points in the semester, and/or upon request by a faculty or academic staff member. This is a holistic review of academic progress across all classes.

Mid-Term Grade Report

All students will receive mid-term grades as part of your program.

- Students who plan to continue with Verto for a future semester will meet with your Academic Success Coordinator to ensure you are on track to maintain eligibility (2.5 GPA) for a future term.
- Depending on your post-Verto plan, mid-term grades will also be reported to a college official in support of your transfer application, as needed to meet transfer requirements.
- The mid-term grade report may also require a meeting with your faculty or care team to outline strategies for ensuring academic progress, retention and transfer planning.

Care Team Support, Academic Advising & College Counseling

Each student will have an assigned care team that includes a Student Life Coordinator, Academic Success Coordinator, and a College Counselor. All members of the team are committed to working together to support student academic and personal development and success.