Personalized Corequisite Action Plan

In Compliance with HB2223

As stated in HB 2223:

If a student fails to satisfactorily complete a freshman-level course described by Subsection (c), the institution of higher education shall:

(1) review the plan developed for the student under Section 51.335(a) and, if necessary, work with the student to revise the plan; and

(2) offer to the student a range of competency-based education programs to assist the student in becoming ready to perform freshman-level academic coursework in the applicable subject area.

The following reporting tools will appear in the instructor's course roster.

Mid-Semester Assessment Report

Submitted by instructor of Support Course & College Credit Level Course

1. Faculty will identify students who are failing or in jeopardy of failing only.
2. Faculty will conduct a student conference with each student to be documented in report.
3. Faculty will complete a Mid-Semester Assessment Report for each student in PeopleSoft (due Friday of the mid-semester week for all course terms, except Spring term RT; due date for Spring term RT will be the Friday of the 7th week).
4. The Mid-Semester Assessment Report will be automatically emailed to each student.
5. Student will also receive an invitation to a Mid-Semester Reset Workshop hosted by Advising and attend workshop.

It is the purpose of this Mid-Semester Assessment Report Process to connect with students before they fail and facilitate student success in our courses. However, for students who fail Corequisite courses despite this formal intervention process and/or any other mechanisms already in place, there will be an End of Course Report Process.

End of Course Report

Submitted only by College Credit Level Course instructor

1. End of Course Report form will be available on People Soft for failing students ONLY AFTER grades are submitted.
2. Faculty will complete the End of Course Report form.
3. Faculty will review the Individualized Study Plan generated and
4. Student will be emailed the End of Course Report form and Individualized Study Plan.
5. Student will follow up with advisement to go over their Individualized Study Plan.

Individualized Study Plan

Reviewed and submitted by College Credit Level Course Instructor for Advisor/Student use
Reviewed by Advisor and Student and Submitted by Advisor after review is completed

1. ISP will be available in People Soft for failing students after final grades have been entered and an End of Course (EOC) Report has been completed by faculty.*
2. ISP is emailed to Student and Student's advisor and is also made available to all advisors in their student records PeopleSoft function.
3. A Checklist Item will be generated for student who will then get a To-Do notification on their HCC Student Dashboard.
4. Advisor and student meet and review ISP options and determine next steps based on faculty recommendations.

   Without an EOC Report, no ISP can be generated.

Checklist Items For Students

Trigger or Initial Placement:

There will be a checklist item placed on the student profile for each student when the End of Course Report and ISP are generated. The student will see the Checklist item listed in the two places 1) The Checklist Tile on the Student Home page; it will fall under the category of Other Checklist Item and 2) Student Center as a To Do List Item.

Completion of Checklist:

The completion of the checklist item will be satisfied by two methods:
1) The student will follow the prompts to acknowledge that the student has read the requirements and recommendations made. The checklist completion date will be saved in the system. The checklist will be removed from the student center To-do-list.
2) The student has a conference with an Advisor to discuss the ISP and to register for the recommended course to satisfy the HB.