

IMPROVEMENT PLAN

Improvement Plans are used to indicate area(s) of deficiency that place the student at risk of not meeting course competencies. The Improvement Plan includes a summary of the area(s) of concern, student and instructor recommendations for improvement, and criteria to be used for evaluation. The Improvement Plan is signed by both the student and instructor as acknowledgement of the meeting. A copy of the signed Improvement Plan is given to the student at the time of completion of the conference. The original copy of the Improvement Plan is kept in the student record kept in a secured file in the faculty's office.

Improvement Plans are used to address concerns for the student's performance in both clinical and theory-based classroom courses.

Referrals

Students who may require assistance with cognitive skills (grammar, reading, mathematics, spelling, test-taking, etc.) should be referred to the Student Success Center. Students who may require counseling should be referred to Student Services.

Conferences are scheduled involving the student, instructor, counselor, and/or Student Success Center personnel as appropriate. When the remedial activity is concluded, outcomes of the referral process are shared with the instructor. Additionally, documentation of the referral process may be made on the campus student referral form ("Early Alert" form).

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
DENTAL ASSISTANT
STUDENT HANDBOOK

IMPROVEMENT PLAN

Student's Name: _____

Date: _____

Instructor's Name: _____

Course Title and Number: _____

Academic Status: Warning ___ / Failing ___

Area of Concern:

Theory _____

Clinical _____

Areas Needing Improvement:

Improvement Plan (Mutual):

Criteria for Evaluation:

Date: _____

Student Signature

DA Instructor(s) Signature

A conference will be scheduled with the student and the instructor at which time the student and instructor will sign this form. Signature of the student denotes that the Improvement Plan has been reviewed with the student. A copy of the Improvement Plan will be provided to the student and the original will be kept in the student file with the instructor.