

THE
LeMoyné-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Early Warning Notice	Effective Date: July 1, 2011	Policy Number: 01-1-015
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Vice-President/Chief Academic Officer	

I. Purpose and statement of operational policy underlying the procedure.

To assist students to succeed academically as they matriculate by providing emotional, interpersonal and social development support based upon need.

II. Applicability/Scope

This policy applies to all Instructors.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Instructor	Each instructor will complete the Early Warning form for any student whose grades fall below "C" and/or whose attendance reflects excessive absences.	Four weeks after the first day of class
Instructor	The instructors will submit one copy to each student at consultation to determine problem areas and submit a copy to the Director of the Counseling Center.	Four weeks after the first day of class
Director of Counseling Center	The Director of Counseling Center will disseminate the Early Warning Form to the appropriate counselor for additional counseling activities.	One week after receipt of Early Warning Form

IV. Related policies/References for more information

Authorizing Official: <u>Barbara J Frank</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	