



## ACADEMIC ADVISING AND RETENTION PLAN



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Eastern International College believes that a strong and meaningful academic advising structure supports and enhances the student's academic experience with the general purpose of helping students reach their educational and career goals. Specifically, students who undergo academic advising should be able to identify accurate information about policies, procedures, degree requirements, student services, and offices; and students should be able to make decisions that support their goals, abilities, and aspirations. Based on these general and specific goals, academic advising is a shared responsibility between an adviser and the student. The academic advisor is an integral part of advising because he/she helps the student understand options, determine resources, and identify alternatives, if necessary. Still, it is ultimately the student who is responsible for making decisions about his/her educational goals.

### *Admission Officers as Initial Academic Advisors*

At Eastern International College, academic advising starts when a student applicant initially interacts with an admissions officer. This initial interaction provides the opportunity for a student applicant to learn more about the degree program, requirements, and other relevant information pertinent to admissions.

### *Department Chairpersons as Academic Advisors*

Upon enrollment or registration, the department chairperson acts as the academic advisor. The student is advised on what courses to take, course progressions, course prerequisites, course requirements, schedule, academic standards, grading system, and other information relevant to the student's degree program. The EIC believes that academic advising is a continuous process, so the college adopts an *open-door* policy wherein a student can easily make an appointment to consult with the department chairperson for any academic concern. The role of the department chairperson as academic advisor is constant and continuous.

### *Comprehensive Student Orientation*

Central to the academic advising in EIC is the required comprehensive new student orientation, which is conducted a week before the start of classes. The general purpose of the new student orientation is to acquaint students with the history of the college, institutional mission, available student services, institutional rules and regulations, department and institutional academic policies, grading system, and other information that is pertinent to the academic success of the students. The students are also introduced to the staff and faculty and are encouraged to take advantage of EIC's academic and non-academic resources.

### *Faculty Members as Academic Advisors*

Faculty members are all academic advisors as they regularly interact with students on a regular basis. As such full-time faculty members are well-versed in the program curriculum. They assist students in formulating practical academic plans and decisions, identify options available for

students, and let students come up with informed decisions relative to their academic plans and goals. As a proactive measure, faculty members are required to provide academic counseling to their students on a regular basis and as needed. The following pro-active academic advising measures are adapted by the College for both full time and adjunct faculty members.

- a. **Monitoring of Attendance:** Poor attendance, which has been noted as a reason for course failures, is monitored daily by the faculty. Official attendance sheets that document present and absent students are completed by the faculty and submitted daily to the Registrar's Office. The Registrar's Office, in turn, compiles students' attendance and reports truants to respective Department Chairpersons. Absentees are contacted initially by the Registrar and Chairperson through phone calls and emails. A strict attendance policy is included in all course syllabi.

Truant students are subject to academic advising by the faculty or the department chairperson and documented in the official College Academic Advising form.

- b. **Monitoring of Failing Students:** When a student fails two quizzes or a major examination, the student is subject to academic advising by the faculty. The faculty and students identify areas of improvement and formulate a remediation plan if necessary. Students who are having academic difficulties are recommended for tutoring. Tutors are full-time faculty members and adjuncts who are hired as tutors. Tutoring sessions are documented on logbooks that are signed by both tutor and tutee. Laboratory and lecture tutoring schedules are posted on bulletin boards. All laboratory and/or scanning tutoring are supervised by faculty members with appropriate certifications.

Students are encouraged to attend tutoring sessions not only as remediation but more so as a preventative measure.

## ACADEMIC ADVISING PLAN

At EIC, academic advising is a shared responsibility among academic and non-academic personnel. The following steps show the academic advising process from admissions through degree completion.

### Step I: Admissions

The admission officers are the front liners when students inquire about the College. As such, they are well-trained and informed about admission requirements, placement exams, HESI requirements, degree programs and curricula, institutional and programmatic accreditations, and answers to pertinent and relevant admission questions.

- a. Explain the degree program, curriculum, expectations, student services, facility tour, Accuplacer/Placement Exam/HESI exam, credit transfer, accreditation, etc..
- b. Explain the paperwork necessary for registration (e.g., official transcripts. High school transcript/diploma)
- c. Admission officers may refer students to the Chairperson or Dean for further questions on transfer credits, curriculum, accreditation, certifications, and licensure examinations.
- d. The admission officer sets a date for HESI or Accuplacer.

### Step II: Academics

The Department Chairperson and Dean are available to assist students and answer their academic and non-academic related questions. For programs that require an interview, academic policies are included in the interview discussions.

- a. Student applicant meets with chairperson/admissions committee for interview (Nursing and Dental Hygiene)
- b. Student and Chairperson or Academic Dean meet to discuss schedule, possible transfer credit, curriculum, course progression, course choices based on transfer credit and placement exam results, etc.
- c. The following policies are explained: Satisfactory Academic Policy (SAP), degree-specific academic policy, repeating a course, attendance, course failure, and dismissal from the program due to academic failure, among others.



### Step III: Mandatory Orientation

All new students are required to attend the mandatory orientation, which is usually held the week before the start of the semester. The Nursing and Dental Hygiene students attend the general orientation for all students, then meet with their respective departments for a department orientation.

- a. College rules and academic policies are explained.
- b. Student services officers are introduced (Financial Aid, Registrar, Library, Student Life, Academic Advising, Counseling, etc.
- c. An open-door policy for student consultation is explained

*Nursing and Dental Hygiene meet with new students for department orientation.*

### Step IV: Faculty and Chairperson

EIC believes that the faculty is an integral part of a student's success. As such, all faculty members actively share in the academic advising and retention efforts of the College.

#### A. *Each faculty member is an academic advisor.*

- a. Monitor daily attendance and inform the chairperson if a student incurs absences. The student is subject to academic advising by the faculty, which is documented on the Academic Advising Form. The faculty submits the signed form to the Chairperson, and "the chairperson may subject the student to another academic counseling. The faculty emails the chairperson student's absences.
- b. Faculty should give relevant remediation exercises to help academically struggling students cope with the lesson. This is a help extended to a student," and the student must perform the remediation exercises. Refer students to tutoring (Tutoring schedules are posted on all bulletin boards). All remediation exercises, if any, must be documented through the Academic Advising Form. Tutoring recommendations are documented in the academic advising form
- c. Tutoring Service  
Availability of tutoring is announced in class, and tutoring schedules are posted on the bulletin board. Students are informed that they can attend tutoring and scanning on campus.
- d. Submits mid-semester reports (midterm grades, documentation of student failing grades and/or in danger of failing) on time

#### B. *Chairperson or Dean*

- a. Maintains an open-door policy for student consultation
- b. Advises students on adding/dropping and/or withdrawing from classes.

- c. Meets with students who are having academic difficulties. Mid-semester academic advising for at-risk students
- d. Coordinates with faculty regarding student absences, failing grades, and remediation activities.

## **ACADEMIC SUPPORT PROGRAM**

The Academic Support and Remediation Program (ASP) is designed as a component of EIC's Retention Plan and a tangible system of support for students. The purpose of which is to provide general assistance and support for academically at-risk students through remediation measures. Specifically, through the ASP, a student will be able to

1. Meet regularly within specified days and times with his/her advisor for academic advising.
2. Seek academic assistance outside of tutoring sessions
3. Transition into college life and adjust to the college environment and culture
4. Utilize available resources on campus for academic remediation

First-year students are assigned academic advisors at the time of registration. The advisors will be introduced to the new students during the student orientation. Each student will meet with his/her academic advisor every two weeks for consultation during the first month of the semester and once a month thereafter. During the first meeting between the academic advisor and student, both advisor and student will set the dates and times of consultation within the semester. The office hours of the advisor will be given to the student, so the student will arrange with the advisor for consultation as needed. All meetings and consultations will be documented in the Academic Advising form. Completed academic advising forms will be kept confidential in the Dean's and Chair's offices. A student who needs counseling for anything other than academics will be referred to the college counselor. Course advising for registration may be done either by the Department Chair, faculty, or the Dean. All students, regardless of academic standing, must go through academic advising.

A student who will be missing a scheduled advising consultation due to valid and/or extenuating circumstances will inform the advisor via email immediately to set a new appointment.

### **Academic Advisors**

All Program Directors and full-time faculty members are academic advisors. Freshmen/new students will be assigned to full-time faculty members, and upper-level students will be advised by either full-time faculty or the Program Director.

The following program Directors and full-time faculty members are advisors:

1. Dr. Alaa Mohsen, Dental Hygiene Department Chair
2. Dr. Suzzana Mullings, Nursing Dean
3. Dr. Shahida Qureshi, DMS and CVT Department Chair

### **Tutoring**

One feature of the tutoring system in EIC is that full-time faculty members are the tutors. Each full-time faculty is required to spend 5 hours per week on tutoring. In certain situations, an adjunct may be hired as a paid tutor. Tutoring for math and most DH, Nursing, and DMS courses is mandatory. Tutoring schedules are embedded in the courses.

### **Tutoring Procedure**

If you are a student who needs tutoring or is recommended for tutoring:

1. Check the tutoring schedule posted on the bulletin board or on the EIC website. The tutoring schedule varies every semester.
2. Go to the tutoring venue indicated in the schedule. Introduce yourself to the faculty tutor. Sign your name in the tutoring logbook after the session.
3. Go to the designated tutoring location. If the tutor is not in the location 10 minutes after the indicated tutoring time, proceed to the Dean's Office.
4. Tutoring is available only during the indicated day and time in the schedule. There is no need for an appointment.
5. A student may attend tutoring as many times as he/she needs or want
6. Math tutoring is mandatory and is embedded in the class schedule. Additional online tutoring can be accessed through Khan Academy (*For more information, consult your math instructor*)
7. Mandatory tutoring is required for the DMS courses. The tutoring schedule is embedded in the courses.
8. Scanning and/or lab skills tutoring can only be facilitated by a faculty. Students are not allowed in the lab without faculty supervision.
9. Tutoring is embedded in most nursing courses. Dental Hygiene (DH) faculty members do remediation for DH students. Tutoring for specific DH and Nursing courses is included in the tutoring schedule.

## **ATTENDANCE REMEDIATION PLAN (ARP)**

### **Introduction**

A student who incurs an absence (or absences) will remediate the missed hours on a Friday or any day during the week immediately after coming back to school. The ARP is applicable only to absences due to extenuating circumstances and/or family concerns. It is not applicable to students who have incurred 14 absences per EIC policy (found in the catalog). The number of hours to be remediated is exactly the same number of missed hours due to absence. The remediation may be done from 9 am through 5 pm. Any remediated absence will not count against the student's attendance grade.

The following steps must be followed:

1. The student consults the faculty about his/her absences to find out what lectures, assignments, and course requirements he/she missed during his absence.
2. The faculty recommends the student for attendance remediation by completing the Attendance Remediation Form and submitting it to the Dean. The faculty submits to the Dean any assignment, quiz, exam, or a brief description of what the student needs to do during the remediation. In the absence of the Dean, they can be submitted to the Registrar.
3. The Dean meets with the student to discuss and set the time of remediation
4. The student must appear at the set time following #3. If, for any extenuating circumstance, the student is unable to comply with the set time for the remediation, he/she must inform immediately through a phone call the Dean/Registrar or faculty.
5. Completion of missed course requirements, quizzes, and assignments will be proctored by designated staff. Any remediation work that involves the use of a computer will be done in the library.
6. All completed work during remediation will be submitted to the Dean, who will hand it to the faculty. Completed work may be submitted to the Registrar if the Dean is unavailable.

### **Attendance Remediation Plan (ARP)**

The Attendance Remediation Plan (ARP) is designed as a component of EIC's Retention Plan and a tangible system of support for at-risk students. The purpose of which is to provide opportunities for students to remediate absences they incurred in their didactic classes. Specifically, through the ARP, the student will be able to

1. Complete missed course requirements in a timely manner
2. Makeup missed class hours and lectures
3. Use ARP time and EIC facility to enhance understanding of current and missed lessons.



### **The ARP does not apply to the following:**

1. Absences in any Nursing clinical and didactic course
2. Absences in any Dental Hygiene clinical and didactic course
3. Absences in the externship. The ARP does not negate the externship attendance policy.

A Nursing and/or Dental Hygiene student must follow the attendance and remediation policy indicated in the course syllabi, Nursing and/or Dental Hygiene student handbook, or any remediation recommendation by his/her academic advisor.

A student on the externship is subject to the externship attendance policy and the attendance policy of the externship site. Reference: Class attendance (2013). Retrieved March 3, 2015, from <http://www.mnsu.edu/cetl/teachingresources/articles/classattendance.htm>

### **Counseling & Academic Advising Counseling:**

- Counseling & Academic Advising Counseling at the College is provided by a licensed counselor who is experienced in working with college-aged and adult students. Students are encouraged to visit the college's counselor to discuss concerns related to family, friends, general anxiety, low self-esteem, etc.
- The counselor will meet with students on an "as-needed" basis.
- All sessions are free to students.
- Eastern International College students are advised by faculty members, as well as the Department Chairperson or Program Director when needed.



## **STUDENT ACADEMIC ADVISING FORM**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Course: \_\_\_\_\_

An estimated course grade to date (Check one that applies):

95-100 \_\_\_\_\_ 90 – 94 \_\_\_\_\_ 85-89 \_\_\_\_\_ 80 – 84 \_\_\_\_\_ 75-79 \_\_\_\_\_ 70 – 74 \_\_\_\_\_ 65 -69 \_\_\_\_\_  
60 – 64 \_\_\_\_\_ below 59 \_\_\_\_\_

**If academic advising is due to poor academic performance**, a breakdown of quiz, test, midterm, etc scores must be provided in the space below. You may leave the midterm exam blank if it has not been given yet.

Quizzes: \_\_\_\_\_

Tests (if applicable): \_\_\_\_\_

Homework: \_\_\_\_\_

Assignment: \_\_\_\_\_

Midterm exam: \_\_\_\_\_

Other (Please Identify): \_\_\_\_\_

### **RECOMMENDATIONS (Check all that apply)**

\_\_\_\_\_ Need to improve attendance/tardiness

\_\_\_\_\_ Attendance (1<sup>st</sup> Warning)

\_\_\_\_\_ Attendance (2<sup>nd</sup> Warning)

\_\_\_\_\_ Need to complete/submit missed course requirements (*Check all that apply*)

( ) Homework/assignment\*

( ) Practical/skills test\*

( ) Quiz\*

( ) Midterm/final exam\*

( ) Research work/paper\*

( ) Others (Please specify) \_\_\_\_\_

\*Make-up work for missed course requirements is given only for extenuating circumstances

\*Point deductions may be given for late assignments, homework, etc

\_\_\_\_\_ Recommended for tutoring (Instructor and student must complete the Tutoring Recommendation Form)

\_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**Remediation Plan (if necessary). You may use a separate sheet if needed.**

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**Faculty Comment:** 

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**Faculty Signature:** 

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**Student Comment:** 

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**Student Signature:** 

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**Academic Official Notes:**

**Academic Official Signature:** 

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 **Date:** 

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**Tutoring Recommendation Form**

**Student (Print):** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Due to poor academic performance, you are recommended for tutoring. Please read the following responses below and affix your signature opposite your choice.**

\_\_\_\_\_ I will attend tutoring sessions.

\_\_\_\_\_ I am unable to attend tutoring sessions due to the following reason/s:  
(The student must fill in the space below)

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**Student Signature:** \_\_\_\_\_





**Attendance Remediation Form**

Student \_\_\_\_\_

Instructor \_\_\_\_\_

Date/s of Absence \_\_\_\_\_

Number of Hours Missed \_\_\_\_\_

**To be completed by the instructor**

I recommend \_\_\_\_ (Student's name) \_\_\_\_ attend the Attendance Remediation Program (ARP). I have explained the conditions and procedures of the ARP to \_\_\_\_ (Student's name)

Instructor's Signature \_\_\_\_\_

\*Attach a separate sheet (or use the back of this sheet) to describe the student's assignment. Submit to the Dean the copy of a quiz, exam, or homework to be completed by the student during remediation. If the Dean is unavailable, the completed form and attachments may be given to the Registrar.

**To be completed by the student**

I have read and understood the Attendance Remediation Program (ARP). I will attend the remediation program, and I understand the assignment I need to complete during remediation.

Student's name (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**Dean's/Registrar's Note**

Date and time of remediation \_\_\_\_\_

Dean's Signature \_\_\_\_\_ or Registrar \_\_\_\_\_



**Satisfactory Academic Progress Form- In Campus**

**Name (Print):** \_\_\_\_\_ **Program:** \_\_\_\_\_

**SID#:** \_\_\_\_\_ **Program Start Date:** \_\_\_\_\_

*To receive Federal and NJ State Title IV funding, a student is required to maintain satisfactory academic progress. Eastern International College reviews student Satisfactory Academic Progress each payment period following receipt of final semester grades. This allows students to receive a Warning status prior to loss of eligibility for aid. Satisfactory Academic Progress (SAP) comprises a quantitative and qualitative component as required to ensure timely completion; students must also complete the program within 150% of the program length.*

**To assist you in attaining/regaining academic good standing, it is required that you complete the following goals. By checking each box, you agree to:**

- ☐ Become familiar with and utilize campus resources – tutoring, counseling, library resources, etc. that may be of use to you in attaining academic success.
- ☐ Attend all class meetings. (National research clearly states “lack of attendance” as the leading reason for college student’s lack of success.)
- ☐ Communicate on a regular basis with your course instructors to receive accurate measurements of your academic progress in each class.
- ☐ Learn to study more effectively and manage your time more wisely.
- ☐ Recommit yourself to your course of study.

*\*All the above options must be checked*

*By checking all items above, signing, and submitting this form, you indicate that you have read and understood all of the terms and conditions of this agreement. Furthermore, you acknowledge that you met with a representative from the Financial Aid Office regarding the ramifications of failing to maintain Satisfactory Academic Progress and its negative effect on current and/or future funding eligibility. You also acknowledge that failure on your part to achieve the required SAP may result in suspension, dismissal, and/or loss of financial aid as based on EIC's SAP and academic policy. Additional information regarding the College's SAP policy may be found on the reverse of this form and in the College Catalog.*

SEMESTER EFFECTIVE

CUMULATIVE GPA

MAX TIME FRAME (Y/N)

PACE OF COMPLETION %

SAP STATUS

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Aid Officer

\_\_\_\_\_  
Date

#### SAP STATUS

**Warning:** Student has failed to meet one or more SAP requirements. The student will be eligible for funding for one semester while on Warning and must meet SAP requirements at end of semester completion.

o **Probation:** Student has failed to meet one or more SAP requirements while on Financial Aid Warning. The student successfully appeals the decision and is eligible for funding for one semester on Probation. Students must meet SAP requirements following Probation and cannot appeal if requirements are not met. **YOU MUST SUCCESSFULLY APPEAL TO RECEIVE PROBATION STATUS.**

o **Suspension:** Student has failed to meet one or more SAP requirements following Financial Aid Warning or Probation. Student unsuccessfully or did not appeal decision (if Warning) and is ineligible for funds. Students must meet SAP criteria for reinstatement. **YOU CANNOT APPEAL IF CURRENTLY ON PROBATION.**

#### SAP REQUIREMENTS

The *qualitative* component of satisfactory academic progress is measured by cumulative grade point average (GPA) from the beginning of enrollment at Eastern International College. It will be monitored following the completion of set credit levels. To satisfy the qualitative standard, you must maintain a cumulative GPA as dependent on your attempted credits at the College (EIC Attempted Credits) and enrolled program; transferred credits are counted as Attempted Credits for quantitative and maximum time frame calculation. However, they are not included in the quantitative review. Students enrolled in Nursing (ADN) and Dental Hygiene (DH) programs will be required to maintain higher standards reflective of their respective graduation requirements.

##### *SAP Qualitative Requirements Table*

EIC Attempted Credits	ADN & DH Programs ONLY	All Other Programs
1-12 credits	2.00 Cumulative GPA	1.50 Cumulative GPA
13+ credits	2.50 Cumulative GPA	2.00 Cumulative GPA

**Quantitative** satisfactory academic progress is defined as the completion of at least 67% of the cumulative credit hours on which the payment of financial aid was based (pace of completion). Completion of credit hours will include those whose grades are A, B, C, and D; grades of F, WF, WP, W, or I (Incomplete) will not be considered complete hours. Failure to complete at least 67% of the attempted credit hours will place the student in a warning status. Students will be able to receive financial aid on a warning status for one term. Failure to complete at least 67% of the cumulative credit hours for two consecutive terms will place the student on financial aid suspension, whereby the student will not receive financial aid for the next term of attendance. Quantitative satisfactory academic progress will be monitored at the end of each term by reviewing students' grade reports.

- Completed Credits are all courses for which credit was earned. This includes those whose grades are A, B, C, and D; grades of F, W, WF, WP, or I will not count towards Completed Credits.
- Students with Incomplete grades will be re-evaluated following receipt of the final grade as per the terms of the College's Incomplete grades policy.
- Attempted Credits are all courses that were scheduled for credit; this includes all courses as cumulatively scheduled regardless of the grade received. Courses in which a student earned an F, W, WF, WP, or I are counted towards attempted credits.
- Credits transferred to the College from another institution as counted towards the student's program completion are counted towards both Completed and Attempted credits; these courses are not calculated as part of the qualitative GPA standard.
- *SAP Quantitative Requirements Formula:*  $(\text{Completed Credits \{including Transfer Credits\}} / \text{Attempted Credits \{including W grades\}}) \times 100 = \text{Pace of Completion \%}$

**Maximum Timeframe:** Students must complete their program of study within a maximum frame of no more than 150% of the required length of the program credits.

DMS-BS	122* total semester credits	183* semester credits max. timeframe
ADN-AAS	70* total semester credits	105* semester credits max. timeframe
DH-AAS	78 total semester credits	117-semester credits max. timeframe
CVT-AAS	66 total semester credits	99-semester credits max. timeframe
MA-AAS	60 total semester credits	90-semester credits max. timeframe

*\*Credits for students enrolled as of Fall 2018.*

## SAP APPEAL PROCESS

If a student fails to meet SAP requirements after Warning status, the student will be considered on Financial Aid Suspension and, therefore, ineligible for funds. However, students failing to meet SAP standards who have mitigating circumstances (i.e., military leave, illness, death in the family, etc.) may request to be placed on Probation for reinstatement of funds. Students should see their Academic Advisor complete an Appeal Form; documentation supporting the appeal claim may be requested.

Submission of an Appeal Form does not automatically grant Probation status; SAP Appeals are reviewed by a committee on an individual basis. If approved, the student would then be considered on Probation for the semester and is eligible for funding. An appeal cannot be filed if a student fails to meet SAP criteria while currently on Probation. If the appeal is denied or not filed, the student remains on Suspension and ineligible for funds. All appeal requests must be submitted within ten days of notification.

## REINSTATEMENT OF FUNDS

Following the loss of funds, a student must attend the following semester without Title IV eligibility and meet SAP requirements to be eligible for reinstatement. The student must meet SAP quantitative, qualitative, and maximum timeframe standards as well as all terms as set in the student's Academic Plan.