Satisfactory Progress in Educational Activities **Number: 208**

Approved: ***Signature of file*** June 2011

PURPOSE	Participants enrolled in an educational Welfare to Work (WTW) activity are required to submit proof of satisfactory progress on a regular basis while participating in educational activities. The goal of this policy is intended to set a consistent standard by which progress can be measured. This will allow for more consistent case management practices and better serve our participants in reaching self-sufficiency.
POLICY	The progress standard will be used in determining if a participant is progressing in a manner consistent with the academic expectations for success that will lead to self-sufficient employment. It was developed with cooperation and input from our local community college educational providers.
ACCEPTABLE STANDARD OF PROGRESS	The academic standard of the California Community Colleges and most other educational providers requires students to maintain a grade point average of 2.0 out of a possible 4.0. This is equivalent to a letter grade of a “C” on the A through F letter grading scale. • Some schools may use a numerical grade system that is different. • The standard grade of a “C” or numerical equivalent will be used to officially indicate the acceptable level that meets the requirements of “Satisfactory Progress” for the County of Orange.
OBTAINING AGREEMENT WITH THE PARTICIPANT/STUDENT	The Case Manger will need to review the expectation of satisfactory progress when setting up the training activity, and anytime during the course of the plan should the student’s progress drop below the standard. The client must sign the F063 41-202 form (**Attachment A**), when completing or revising the WTW plan to include an educational activity. The following points from the Academic Progress Form (41-202) should also be discussed verbally.

The case manager should lead by setting a positive environment and explain that the standard is necessary to ensure the participants future success when achieving their program goal.

STANDARD EXPECTATIONS

- Participants will be expected to have a cumulative grade point average that equals or exceeds 2.0 in all units attempted, or at the standard expected from their school or training.

- When a participant receives their progress report and report card, they will be responsible for providing a copy of this record of grades to their Case Manager. If the participant is in a training program that does not issue academic grades, then they must provide their Case Manager proof that they have succeeded in the training program.

- Regular attendance at school is mandatory. The participant will successfully attend scheduled class meetings, labs, and workshops.

- If the participant receives one of the following grades for any units attempted:
  - Withdrawal: **"W"**
  - Incomplete: **"I"**
  - No Credit: **"NC"**

and this resulted in a grade point average (GPA) below 2.0 or the equivalent of a "C" letter grade, the participant will have only one semester/school term to bring their GPA up to a 2.0 or "C".

- The participant will enroll in classes that will assist them in gaining their employment goal as outlined in their student educational plan prepared with the Campus CalWORKs counselor or contact.

ACADEMIC PROBATION

- If the participants' recent semester/school term grade point average is less than 2.0 or if they have less than

2.0 in all units attempted, they will have one semester/school term to bring up their grade point average to 2.0 or more in all current units attempted.

FAILED CLASSES

- If the participant has failed a class, they are not required to retake the same class and obtain a passing grade unless the school requires it. The overall GPA must be to the schools standard in order to maintain Satisfactory Progress.
- If the participant has failed to regularly attend scheduled classes, labs, and workshops and have received less than a 2.0 grade for any units attempted, they will have one school semester/term to correct both the attendance and to bring up the grade point average to 2.0 for all current units attempted.
- If the participant has a “W”, “I” or “NC” for any units attempted they will have one semester/school term to correct their grade point to 2.0 for all current units attempted.
- If the participant did not enroll in classes reflecting their employment goal and/or community college education plan, they will have one semester/school term to correct this.

FAILURE TO PROGRESS OR ATTEND

- Failure to improve academic performance or progress may require evaluation for cooperation requirements, approved activity revision and/or financial penalty due to a sanction.
- Unsatisfactory attendance should be managed according to WTW Policy 240, Cause Determination and Sanction unless Good Cause for non-participation is granted per WTW Policy 203.
- A participant may be removed from their training activity and re-evaluated for a more appropriate activity if necessary.

These will be handled on a case-by-case basis. Contact your Supervisor and/or Program when in doubt on determining satisfactory progress.

MONITORING

Complete monitoring requirements for Self-Initiated Program (SIP), Adult Basic Education (ABE) and/or Vocational Training (VTC/VTR) participants are contained in the related procedures.

- The case manager is to complete a WTW Education/Training Referral form, F063-41-05 to notify the community college or other provider that attendance and progress reporting is required.

- Attendance Reporting: Monthly attendance reports are required on the WTW Attendance/Progress Report form, F063-41-06. Self-reporting is acceptable if the provider will not complete the attendance report. Completed reports are due to the caseworker by the 10th calendar day of each month.

- Progress Reporting: Participants must submit documentation, such as grade reports, from the training or educational providers to verify satisfactory progress at least quarterly. If the program is scheduled to last for less than three months, then grade reports or progress reports need to be provided at the program's midpoint. This is in addition to the regular Monthly Attendance Progress reports .

CASE MANAGEMENT COMMUNICATION

It will be very important for the Case Managers and the Educational CalWORKs Counselors to maintain good communication regarding the participants' progress.

- Any changes that may impact satisfactory progress should be mutually discussed so each party can help the participant using the best available resources.

- Communication problems should be reported through

the chain of command.

- Educational CalWORKs counselors are instructed to contact Program staff should they experience an unusual communication barrier.

EXCEPTIONS TO SATISFACTORY PROGRESS

When a participant has been identified as having either a medical issue or a learning ability related issue, this satisfactory progress standard policy may not be applicable.

- The case manager should follow the normal procedures and referral process used for participants experiencing these barriers to progress in their activity.
- Refer specific case questions to Program staff if progress is unable to be clearly determined.

PROOF OF SUCCESSFUL COMPLETION

The participants must submit final grade reports, diplomas, degrees and/or certificates of completion when the educational activity is completed within the WTW Plan time frame. The caseworker needs to receive documentation 14 days following completion of the program or as soon as Administratively available from the provider. This will serve as verification that the participant successfully completed their program.

REFERENCES

EAS Manual Section 42-7111.541 (b)

ACL 00-08

WTW Procedures 203, 210-A, 220, 222, 223, 240

ATTACHMENTS

Attachment A Academic Progress Expectations Form F063-41-202