

## **STUDENT REFERRAL POLICY**

Adler University requires all students to uphold the highest standards of academic, personal, and professional conduct. These standards are codified in the definition of Academic Good Standing and in the Statement of Student Responsibilities (attached). The standards apply to all academic and professional training-related conduct, including online, on campus, and at training sites. The University reserves the right to exercise jurisdiction over events or actions occurring off campus, or in virtual communities, where Adler University's community interest is affected. The Student Referral Policy is designed to support students in their academic and professional development by offering multiple points of intervention and remediation for any issues that may arise. This policy is designed to contribute to the personal as well as professional growth of the students and to ensure the welfare of the University and its related communities. The Student Referral Policy involves coordination among the academic advisor, departmental Student Development Committees, and the Student Comprehensive Evaluation Committee in order to initiate remediation efforts at the appropriate level.

### ***Student Development Committee (SDC)***

The Student Development Committee (SDC) is a standing committee within each academic department that monitors students' Academic Status and compliance with Student Responsibilities. The primary function of the Committee is to provide early and structured assistance to students in successfully completing their program. At the beginning of each term the Registrar forwards to the appropriate departmental Student Development Committee a list of students who have fallen below Good Academic Standing. When students breach one or more of the Student Responsibilities, any member of the Adler community may alert the appropriate Student Development Committee by submitting a Student Incident Referral Form (available online). The Student Development Committee reviews the grade reports and incident forms, determines the level of severity of the concern, and directs the student to take remedial action. Depending upon the seriousness of the concern, the student will be referred to the Faculty Advisor, to meet with the Student Development Committee, or to the Student Comprehensive Evaluation Committee.

### ***Student Comprehensive Evaluation Committee (SCEC)***

Serious or repeated breaches of Good Academic Standing or of the Student Responsibilities policy will be referred by the SDC to the Student Comprehensive Evaluation Committee (SCEC). The Committee will evaluate the referral, provide a plan for remediation if appropriate, and deliver a decision on the outcome.