Database Outcomes

- Case study of presentation
- Unsuccessful population
- How completion transformed this

Definitions

- Student has a history of unsuccessful attempts
- Not to include students who were not included in a particular section
- Repeat attempts - student does not progress
- Late add petitions - student does not complete
- Repeat attempts - student does not progress

Need for database

- Students should be able to access the database
- Late add petitions - student does not complete
- Repeat attempts - student does not progress
- Late add petitions - student does not complete

Overview of presentation

- Case study of presentation
- Unsuccessful population
- How completion transformed this

Repeats and late addresses:

Late add Microsoft Access database
5. Much less successful
4. Slightly less successful
3. Equal to previous
2. Slightly more successful
1. Much more successful

Student Success Findings

Before we share the results, what were our predictions? Are you surprised?

Improvements to the Late Add Process

-See handouts—Guidelines now distributed with late add petitions
-Changed late add petition guidelines
-Revise version of guide used to update in Fall 2011
-Changed administrative guide to standardize

Examples of late add data

New petition process (started Fall 2011)
-Higher approval rates
-Reduced time to approval
-Increased number of petitions submitted
-Previously late add petition process
-Change in late add process
Groundwork for Repeat Petitions

The Chronic Repeaters

What about Repeat Petitions with a history of non-success?

Approved Repeat Petitions:

Success Retention vs. Approval Rate

Students are Successful:

Few students submit petitions in subsequent terms

The new late add process is working well

Important when study was designed:

Comparison of expected outcomes and the initial conceptualization of previous studies

Results were very positive and surprising

Findings and Recommendations

5/8/2012
Students to local opportunities in a class

The need for 5 protections was linked (most)

This helped in the use of information for

The General population

4. More successful than the

Competition Center's plan for student success

History of non-success, with the help of the

Bottom line: Repeat petitions.

Student success for Repeat Petitioners

Results by course

The Pressure on the need to complete a Future

There were 48 students who needed to complete a Future

Course, with the Pressure Aiding the course on the Future

5. Much less successful

4. Slightly less successful

3. Equally as successful

2. Slightly more successful

1. Much more successful

Students who enrolled after completing a

Repeat petition were compared to

New petition Process at Competition Center
Success
4. Reference: Student performance and student
3. Reference: Student performance and student
2. Reference: Student performance and student
1. Reference: Student performance and student

Learning Outcomes
- Learning Outcome 1
- Learning Outcome 2
- Learning Outcome 3

Findings:
- Finding 1
- Finding 2
- Finding 3

Future Work
- Future Work 1
- Future Work 2
- Future Work 3

Demonstration of Database

Focus on Student Success
- Focus on Student Success 1
- Focus on Student Success 2
- Focus on Student Success 3

Comparison to other schools and other research
- Comparison to other schools and other research 1
- Comparison to other schools and other research 2
- Comparison to other schools and other research 3

Evaluation of Results
- Evaluation of Results 1
- Evaluation of Results 2
- Evaluation of Results 3
Repeat petition (if applicable)?
Submit petition by concurrent enrollment form (if applicable) or obtaining an approved
petition form (discipline). A copy of approved petition is required by the Dean of Student Services,
including an online application, clearing all requisites, clearing any holds if applicable.

1. Did the student complete all enrollment requirements prior to the add deadline?

2. Petition to the admissions and records office. If no, there is insufficient evidence. Deny the petition, and forward the
petition to the admissions and records office. If no, the petition may be denied by admissions and records because the
petition was not received.

3. If yes, the student should attach a photocopy of a photo ID and the petition.

4. Does the student have the AddCode for the course with the petition?

5. If yes, the student must have that employee (Instructor/Manager) sign the
petition.

6. Does the student claim a “computer error” prevented adding on time AND the student
was not able to verify the claims?

7. If no, the petition may be denied by admissions and records because it may
be false.

8. If yes, the student should attach the AddCode to the petition.

9. Does the student have the AddCode for the course with the petition?

10. Deny the petition to admissions and records.

Late Add Petition Guidelines

1. If a student is asking to add a class late, these guidelines should be used by faculty and deans.

2. Sticker AND a paper add form signed by the instructor.

3. Make sure the student signs the petition and includes the AddCode on the
petition.

4. If these terms are missing, the petition will be denied by admissions and records.

5. Signature of student and/or dean or non-remitting and missing AddCode sticker.

6. Did the student complete all information? Common omissions include missing student
information. Wow, that's quite a job!
Second on-time opportunity to get an add/drop from the instructor.

If yes, approve the petition because it is possible that add/drops are not available on the first weekend, and may not get to instructors for some Monday.

13. FALL OR SPRING TERM ONLY: Is the class a Monday-only or a weekend-only class?

14. Was the student enrolled in this course at any point after the semester began?

15. Was the student enrolled in a class after submitting their first late-add petition.

16. Has the student submitted a late add petition in any previous semester?

17. Why the student could not add any classes.

18. Was the student able to add any other classes during this term?

19. Nonpayment of fees or may have accidentally dropped him/her self.

20. Does the student claim he/she was enrolled in the class prior to the semester, but the

Records Office.

If no, deny the petition and forward the petition to the admissions and
consider referring them to the DSP or a counselor.

If the student has a disability and the class is not recommended, the dean should be advised and the student should be encouraged to undertake another district. Auditing the course is another option, but not recommended.

4. Determine whether or not the district can claim appointment by examining the "Conditions for Collecting Signatures" printed name form completion date and educational plan completion date on the back.

2. A student must have completed the "Plan for Student Success in a Repeated Course" and have a counselor's signature, printed name form completion date, and educational plan completion date on the back.

3. The petition should only be approved if the student is likely to pass and will benefit from passing the course.

b. District can claim appointment for additional repeat.

a. District can claim appointment for repeated course, document appointment for repeated course, document.

The dean should strongly consider denying the petition and encourage the student to take the class in a different district. Auditing the course is another option, but not recommended.

5. Repeat Petitions should only be approved if the student's recent academic performance is satisfactory. The class.

6. Students must have passed any pre-requisites and any classes that serve as recommended preparation as listed in the college catalog or schedule of classes.

7. In the college catalog or schedule of classes, requirements such as having a 2.0 GPA or maintaining a 2.0 GPA for more than one recent semester.

Student's GPA should be at least 2.0 in the most recent semester. However, the dean should consider stronger requirements.

The petition is seeking to repeat the course for personal enrichment (rather than to serve as a prerequisite or a corequisite). The student must provide a printed copy of their transcripts for the dean to evaluate. Unofficial transcripts are least twice, lapses at the dean's discretion.

The guidelines below apply when a student is asking to repeat a class that they have failed and/or withdrawn from at least.
Petitions submitted after the deadline will be denied.

1. REMINDER: The nature of your request must be college error.
   Address and instructor add to admissions office before the deadline.
   Admissions and instructor add to the petition along with the signed approval.

   Obtain the signed approval of the division dean (1) and the signed approval of the instructor (2).
   Obtain the signed approval of the instructor (3). Sign and date the petition. (4)
   Obtain the signed approval of the instructor. (5) Sign and date the petition.

   (6) Obtain the signed approval of the instructor.

   You must (7) provide an explanation why you are submitting the add form after the published
   deadline.

   Your request as clearly and briefly as possible.

   STUDENT NAME: ____________________________
   INSTRUCTORS NAME: ____________________________
   SECTION NUMBER: ____________________________
   COURSE NUMBER: ____________________________
   COURSE NAME: ____________________________
   MONTH - DAY - YEAR: ____________________________
   BIRTHDATE: ____________________________
   STUIDENT ID NUMBER: ____________________________
   ZIP: ____________________________
   PHONE: ____________________________
   ADDRESS: ____________________________
   NUMBER STREET: ____________________________
   CITY: ____________________________
   STATE: ____________________________
   ADDRESS: ____________________________

   You have been notified via your email if your petition has been approved or denied.

   Education Code, Title 5 Code of Regulations, and the policies and procedures of the College and
   If you fail to meet this deadline, you forfeit all rights to enroll in this class. Note: Submission
   If this petition does not guarantee enrollment. Enrollment must be in accordance with the California
   Education Code. The deadline for 16-week classes is 2 weeks after the last day of class.

   The deadline for 16-week classes must be submitted to Admissions.

   DEADLINE: The petition for 16-week classes must be submitted to Admissions.

   Petition for a late add is not available for a late add. If there is an acknowledged error on the part of your instructor

   You will only be approved for a late add if there is an acknowledged error on the part of your instructor

   You will only be approved for a late add if there is an acknowledged error on the part of your instructor

   Late Add Petiton - Spring 2012

   El Camino College

   Needed
DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY

Admissions & Records Signature
Date

Dear's Comments:

Recommendation: Approved
Date

Instructor's Comments:

Recommendation: Approved
Date

Nature of Error and Comments:

Instructor/Employer Signature

I hereby acknowledge and certify that late add petition submitted by this student is

Date

STUDENT'S SIGNATURE

I understand that failure to provide documentation will result in automatic denial of this petition.

1. I certify that the statements above are true and the documentation I have provided is accurate.

2. Either deadlines apply to short term courses (less than 16 weeks).

3. Enrollment would constitute an unenrollable overcap of units.

4. Student has not held an application for admissions.

5. Student is a K-12 student who has not completed admissions requirements.

6. Enrollment is blocked by a hold (e.g., disciplinary, academic/progress disbursal, other).

7. Students' first day of attendance is in or after the third week of the semester (full semester).

NOTE: If you do not submit this petition with all required information and signatures by the deadline for late add

BY

Class of Graduation

Date

Admissions & Records Date

Authorized to Sign

Date

NOTE: If you do not submit this petition with all required information and signatures by the deadline for late add

BY

Class of Graduation

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NOTE: If you do not submit this petition with all required information and signatures by the deadline for late add
Plan for Student Success in a Repeated Course

El Camino College, Compton Center

June 28, 2011

1. I realize this is my highest priority class.
2. I will understand this plan and the consequences if I do not follow the plan.
3. I will also get the counselor's signature on the back of this form after developing the plan.

The back of this form

Counselor's Signature on the Back

You must fill this form out with a counselor's assistance and get the counselor's signature on the back.

Your last chance

You have been asked to repeat a class and have submitted special paperwork to be enrolled in the class again. This is your last chance to do so. You must take the class in order to pass. If you do not pass, you may have to repeat the class again.

Course

Student ID

Name

[Student's signature]

Example

I agree to:

1. Talk to my teacher every week to get an update on my grade and I will listen to any advice the teacher gives to help me improve.
2. Also get the teacher's signature after each of these meetings on.
3. [Student's name], commit to doing all of the things on this list above in order to pass the class this time.

Handwritten: You are welcome to use this example or create your own contract.

An example: Some students have used the following contract and they felt it helped to write it in their own handwriting. Considering this class your highest priority:

1. Make this class your highest priority.
2. Map a path for you to achieve your educational goals with your counselor in community college, and most important, make this class your highest priority.
3. Write down a specific list of at least 3 things you will do differently in the class this time. If you

[Student's signature]

Student ID

Name
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<th>Counselor Signature</th>
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Signed the contract. I have reviewed the contract and believe the student is likely to meet the terms of the contract.

By signing below, I acknowledge the student has created a success contract with him/herself and the student has

FOR THE COUNSELOR:

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Date met with Teacher | Teacher Signature
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