

Student Name: _____ High School: _____ Date: _____

WM Campus: _____ Program : _____ Current Grade Level: _____

Student Success Action Plan, Work in Progress, & Early Grad Criteria 2025-2026

Students not meeting program requirements may apply with a Student Success Action Plan (SSAP) working with their high school counselor. The SSAP is an opportunity for the student and the high school counselor to discuss why the application is not yet eligible for consideration. See below for areas of ineligibility at this time:

- Rubric Score Below 42
- English Requirement Not Met
- Math Requirement Not Met
- Science Requirement Not Met

Please Note: Due to college and/or industry requirements, SSAP students may not qualify for enrollment into the following programs based on either credit deficiency or GPA/Testing: Aesthetics, Cosmetology, Culinary Arts, Emergency Medical Technology, Esports, Fire Science, Hairstyling.

There is still time to focus on areas for improvement to be a stronger candidate for the program. Your signature below indicates that the student and counselor have met to review the requirements to be considered under an SSAP if an opening is available. Additionally, this is to acknowledge that the student will be placed on a waitlist for the program they applied to. **At the end of the second semester, it is the student’s responsibility to contact the West-MEC campus to identify how they have addressed their deficiencies. An SSAP does not guarantee enrollment.**

Communicated Ineligibility and SSAP Status With Parent (date): _____

Early Graduation Applicants: Due to age, industry standards, and credentialing, if the student chooses to graduate early, the application will be considered for an SSAP at the end of the second semester. Early graduation plans will be monitored.

Student Signature: _____ Counselor Signature: _____

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- 1) _____ Meet with the student to discuss ineligibility.
- 2) _____ Complete the Student Success Action Plan with the student.
- 3) _____ Communicate ineligibility and SSAP status with the parent/guardian.
- 4) _____ Upload signed SSAP to FOCUS on the Rubric Page.
- 5) _____ Under Rubric Status in FOCUS, select from the drop down: *Hold- Student Success Action Plan.*
- 6) _____ At the completion of the second semester counselor will change the rubric status to “completed/approved” and upload supporting documentation into FOCUS.

Work In Progress (WIP) & Application Verification Form (AVF) should be uploaded by January 22nd

- Eligibility for the following programs can be considered for WIP:
 - Aesthetics, Biomedical Science, Cosmetology, Hairstyling, and Nursing Services
 - WIP will be defined as:
 - Currently enrolled in the final semester of the required class.
 - A Rubric score of 42 or above
 - The student has not had the opportunity to take the class.
 - *The student is **NOT** “WIP” if they have previously taken the class and did not receive a “C” or better.*
- 1) _____ Upload the AVF by the end of the second semester
 - 2) _____ Upload the current transcript that reflects the work in progress (WIP)
 - a. _____ Provide a copy of the current schedule with WIP if not displayed on the transcript
 - 3) _____ Upload updated transcript reflecting the completed work in progress, due to West-MEC by June 15th.