

Student Name: _____ High School: _____ Date: _____

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

West-MEC Student Success Action Plan Submission Criteria & Checklist 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:

- | | | |
|---|--|---|
| <input type="checkbox"/> Rubric Score Below 42 | <input type="checkbox"/> English Requirement Not Met | <input type="checkbox"/> College Test Scores Not Received |
| <input type="checkbox"/> Math Requirement Not Met | <input type="checkbox"/> Science Requirement Not Met | <input type="checkbox"/> College Test Scores Not Met |
- (Tests may be taken multiple times)

Please Note: Due to college and/or industry requirements, SSAP students may not qualify for enrollment into the following programs based on credit deficiency: Aesthetics, Cosmetology or Hairstyling.

There is still time to focus on areas for improvement to be a stronger candidate for the program. Your signatures below indicate 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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- Meet with the student to discuss ineligibility
- Complete the Student Success Action Plan with the student
- Communicate ineligibility and SSAP status with the parent/guardian
- Upload signed SSAP to FOCUS on the Rubric Page
- Under Rubric Status in FOCUS, select the correct option from the drop down
- At the completion of S2 the counselor will change the rubric status to "completed/approved" and upload the current supporting documentation into FOCUS

Work In Progress (WIP) For: Cosmetology, Hairstyling, and Nursing Services (ONLY)

- 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 higher*
- Upload the current transcript that reflects the work in progress
 - Provide a copy of the current schedule if S2 courses are not listed on the transcript
- **By June 15th**: Upload updated transcript reflecting the completed work in progress