

L.E.A.P.

Learning to **E**stablish **A**cademic **P**riorities

A Program for Reinstated Students

2013 KASADA Annual Conference

Quaker Square Inn

Akron, OH

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Explore your future with



 KENT STATE
UNIVERSITY

Undergraduate Studies

Excellence in Action

How to Redesign your Reinstatement Program

1. Conduct a needs assessment to compare present reinstatement protocol with desired outcomes.
 - a. What is presently working well?
 - b. What needs improvement?
 - c. How are other colleges/universities working with reinstated students to promote their success?

2. Identify campus resources that can assist in reaching program goals.
 - a. What are the needs of reinstated students?
 - b. Who are the campus supporters of reinstated students?
 - c. Which campus supporters may be willing to give of their time or financial support?

3. Determine necessary components of a program that provide both student interaction and campus support based on known resources.
 - a. Who will be involved in the program?
 - b. How frequently will the group meet?
 - c. What financial resources are desired (i.e. textbooks, planners, food, etc.)?
 - d. What personnel resources are desired (i.e. college/university president, deans, faculty members, advisors, full-time staff, part-time staff, graduate assistants, students, etc.)?

4. Create proposal of desired program.
 - a. Think of your ideal program; you may have more support than anticipated.
 - b. Make sure you have a plan B in case the ideal plan is not feasible.
 - c. Once prepared, call a meeting with required administrators to propose plan.

Orientation Day Agenda

Time	Facilitator	Topic
8:45a.m. – 9:00a.m.	Graduate Assistant	Sign-In
9:00a.m. – 9:20a.m.	Dean, Undergraduate Studies	Welcome, Goals, and Why You are Here
9:20a.m. – 9:35a.m.	Director, Exploratory Advising Center	Reinstatement Expectations Review
9:35a.m. – 9:45a.m.	Academic Advisor	Educational Personality Part 1
9:45a.m. – 10:05a.m.	Financial Aid Counselor	Understanding Financial Aid
10:05a.m. – 10:15a.m.	Academic Advisor	Educational Personality Part 2
10:15a.m. – 10:35a.m.	Director, Academic Success Center	Academic Support Services
10:35a.m. – 10:45a.m.	Academic Advisor	Educational Personality Part 3
10:45a.m. – 11:15a.m.	Graduate Assistant	Introducing the Action Plan
11:15a.m. – 11:25a.m.	Academic Advisor	Educational Personality Part 4
11:25a.m. – 11:45a.m.	Graduate Assistant	Letter to Self
11:45a.m. – 12:00p.m.	Director, Exploratory Advising Center	Closing & Schedule 1 st Advising Appointment

10 Week Workshop Series Agenda

Week	Topic	Chapter(s)	Facilitator(s)/Guests
1	Personal Responsibility, Taking Initiative, Motivation, and Staying on Track	1-2	Student Ombuds
2	Self-Confidence and Goal Setting	3-4	Former Successful Reinstated Student Panel
3	Time Management	9	Graduate Assistant
4	College Tips from Faculty	5	Professor, Psychology
5	Test Preparation, Writing, and Memorization	7,8, & 10	Academic Advisor
6	On-Campus Resources, Making Connections, and Selecting Mentors	11 & 13	Assistant Director, Student Success Programs
7	Student Success Strategies	6	Academic Advisor
8	Selecting the Right Major and Promoting Your Success	12 & 14	Assistant Director, Exploratory Advising Center
9	Making Good Decisions Outside of the Classroom	15	Student Success Coach
10	Wrap Up and Next Steps		Assistant to the Dean, Undergraduate Studies

REINSTATEMENT CONTRACT

CURRENT ACADEMIC INFORMATION

Student Name: _____ Kent State ID: _____

Kent State Email: _____ Cell Phone: _____

Attempted Hours: _____ Earned Hours: _____ GPA Hours: _____

Cumulative GPA: _____ Transfer Hours: _____ In-Progress Hours: _____

RELEVANT ACADEMIC POLICIES

Repeat for Recalculation

Students may repeat lower-division (10000- and 20000-level) courses and the university will use only the highest grade in the calculation of the cumulative grade point average. See the 2012-2013 Kent State University Catalog for additional provisions regarding this policy.

Financial Aid Concerning Repeat for Recalculation

Be aware that financial aid policies limit financial aid eligibility for repeated course work. Contact the Financial Aid Office at 103 Schwartz Center or at 330-673-2972 to speak to a Financial Aid Representative about your eligibility to use federal financial aid toward repeated course work.

Academic Forgiveness Policy

The Academic Forgiveness Policy pertains only to former Kent State students returning to the university as undergraduate students after a significant absence and prior to earning any degree at any institution. It provides them an opportunity to have their academic standing reflect their increased maturity and readiness, and improved level of academic performance gained since the interruption of studies at Kent State. Specifically, once the returning students have demonstrated the ability to sustain a satisfactory level of academic performance following their return, all grades of C-, D+, D, F, NF, SF, M and U earned during the previous Kent State enrollment will be disregarded in the cumulative calculations of hours attempted, quality points earned and grade point average

Source: Kent State University Catalog 2012-2013

<http://www.kent.edu/catalog/2012/>

REINSTATEMENT CONTRACT (p. 2)

REINSTATEMENT REQUIREMENTS

My past academic performance indicates that I may be at risk academically as a reinstated student at Kent State University. To support my success, I agree to the following conditions:

- _____ I will achieve a minimum of 2.0 semester GPA the semester in which I am reinstated.
- _____ I will attend the LEAP orientation session program on Friday, January 11 from 9:00am until 12:00pm at the Exploratory Advising Center in Lake Hall.
- _____ I will attend 10 weekly meetings on Wednesdays from 4:00pm-5:00pm from January 16 through March 20 at the Exploratory Advising Center in Lake Hall.
- _____ I will participate in any tutoring or Supplemental Instruction that is offered for any of my registered courses at the Academic Success Center in 207 Schwartz. (phone: 330-672-3190; website: www.kent.edu/asc)
- _____ I will not drop/withdraw from a course or otherwise adjust my planned semester schedule without first consulting my academic advisor. My ability to adjust my schedule will be blocked until I meet with my academic advisor.
- _____ I will meet with my academic advisor at the Exploratory Advising Center twice during the semester (once during the first five weeks to check on my progress and once during the second five weeks to plan for my next semester) and I will attend all scheduled appointments.
- _____ I agree to submit reports of my academic progress from each of my instructors at my scheduled advising appointments.
- _____ I will not register for more than 15 credit hours during the semester I am reinstated.
- _____ I will attend all of my classes on time.
- _____ I will complete all of my course assignments thoroughly and on time.
- _____ I will utilize the following additional student success resources:

I have read the conditions of my reinstatement and I agree to them. I understand that my reinstatement status is dependent on my adherence to the provisions of this agreement. I recognize that as a reinstated student, I am automatically placed on Academic Probation until Good Academic Standing (minimum 2.00 cumulative GPA) is attained and that I will be subject to review under the University Dismissal Policy while I remain on Academic Probation. Academic requirements will be determined by the Catalog-in-Force at the time I am reinstated to Kent State University.

Student Signature

Date

Advisor Signature

Date

Textbook Agreement

I understand that this copy of "Kick Ass in College" by Gunnar Fox is on loan to me by the Division of Undergraduate Studies. I will return this book in the condition it was presented to me to the designated representative by March 20, 2013. Failure to do so will result in a \$10.00 replacement fee charged to my Bursar's Account.

Book Number _____

Borrower's Name _____

Borrower's Signature _____

Borrower's Student ID _____

Condition of Book _____

Staff Use Only:

Date Returned _____

Condition of Book _____

Staff Signature _____



Email Sent to Faculty at Beginning of Reinstated Term

Dear (Instructor Name):

During the Spring 2013 semester, the Division of Undergraduate Studies staff are working closely with our newly reinstated students to assist them in developing successful academic habits.

The following student in your class has been reinstated to Kent State University: (Student Name).

Twice during the semester, this student will be submitting current grades for all registered classes to her or his academic advisor at a scheduled academic advising appointment. The above mentioned student will be responsible for meeting with you during your scheduled office hours to complete the grade form prior to the due dates. We have encouraged the student to meet with you at least a week before each deadline. If it is more convenient for you, the student can provide you with the digital copy of the form, along with the due dates, for you to email directly to her or his academic advisor in the Exploratory Advising Center.

I would like to thank you in advance for taking the time to assist the Undergraduate Studies staff as we support our reinstated students. Again, it is the student's responsibility to make sure her/his grades are submitted. If, at any time, you have questions or concerns, please feel free to contact me at the email or phone number provided below.

Sincerely,

Dean, Undergraduate Studies

Monthly Academic Progress Report Form

Student Name: _____ Date: _____

Academic Advisor Name: _____

Academic Advisor Email: _____

Subject	Course Number	Course Title	Instructor Name	Current Grade	Comments: If no cumulative grade is available, please list grades for tests, quizzes and assignments.	Instructor Signature

SMART Goal Setting

Please complete this worksheet using your **One-Semester Goal**

Specific

Ex. I will exercise by running around the track at the recreation center one mile three times a week

Hint This should be your completed goal

Motivational

What will I gain from this goal?

Action-Oriented

What specific actions will I take to achieve your goal?

Realistic/Relevant

Is this something that I will actually do and what are the benefits of it?

Time-Bound

When will I complete this goal?

"The tragedy in life doesn't lie in not reaching your goal.
The tragedy lies in having no goal to reach."

--**Benjamin Mays**

Action Plan

The purpose of an action plan is to help you develop a clear idea of your goals (to declare a major, graduate in four years, to go to Medical School, etc...), how close you are to achieving those goals, and what your next steps should be to help you achieve your goals.

Goals are to be identified for the following time increments: five year, one year, semester, and midterm.

Each goal should address the following:

1. Long Term Goals: You must have a long term goal in mind which you are trying to achieve. You will establish long term goals to be accomplished in five year and one year time increments.
2. Short Term Goals: These are smaller steps that will help you achieve your long term goals. You will establish short term goals to be accomplished by the end of the semester and by midterm time.
3. Specific Actions: These are things you need to do in order to achieve the Short and Long Term Goals. For each goal, you will identify three specific actions to help you accomplish the larger goal.
4. Strengths: For each specific action, you will identify personal strengths that will assist you in accomplishing your goals.
5. Challenges: For each specific action, you will identify known challenges, barriers, or obstacles that may make it difficult for you to accomplish your goals.
6. Resources: For each specific action, you will identify all of the people, places, and things that might help you achieve your goals.
7. Target Date: For each specific action, you will establish a target date for completion. This is to help you set up a timeline for when you will take these actions and steps. If you are unable to achieve these steps within your timeline, it might help you decide when you need to reevaluate your goals.

Comparison of Program Results

Prior Program 2009-2011

Academic Period	Number of Reinstated Students	Average Percent Completed Term Hours	Average Cumulative Earned Hours at End of Term	Average Current Term GPA	Average Cumulative GPA at End of Term	Percent Off Academic Probation at End of Term	Percent Dismissed at End of Term
Fall 2009	18	73.41	25.56	2.05	1.481	16.67	38.89
Fall 2010	26	78.70	27.78	2.12	1.599	19.23	26.92
Fall 2011	15	74.32	44.11	1.86	1.619	25.00	26.67
Average	19.67	75.48	32.48	2.01	1.566	20.30	30.83

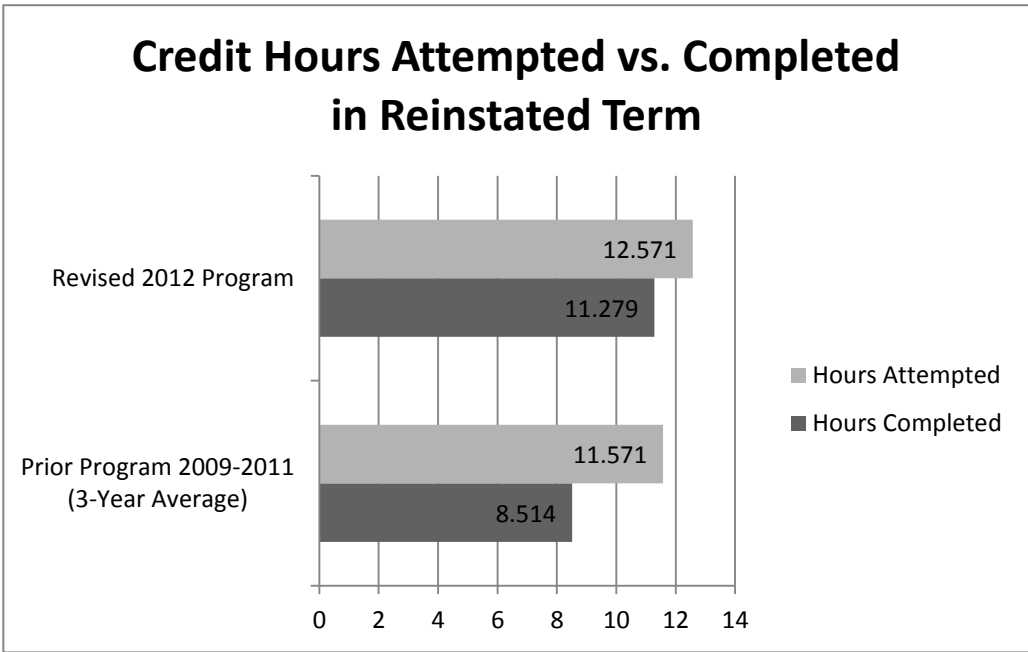
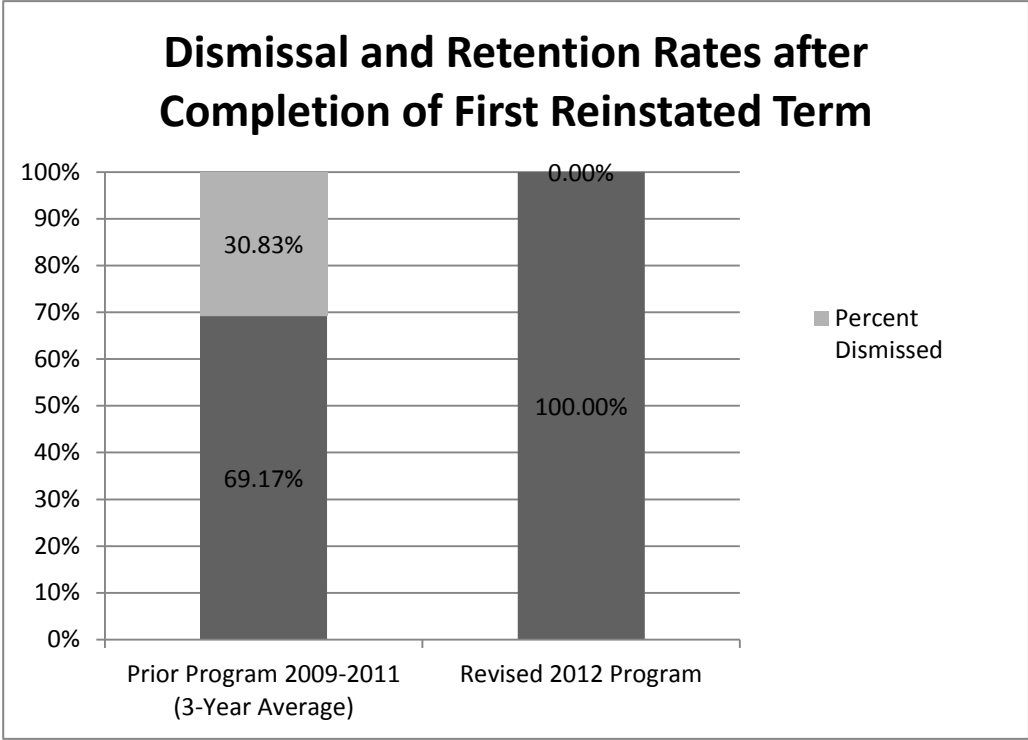
Revised Program 2012

Academic Period	Number of Reinstated Students	Average Percent Completed Term Hours	Average Cumulative Earned Hours at End of Term	Average Current Term GPA	Average Cumulative GPA at End of Term	Percent Off Academic Probation at End of Term	Percent Dismissed at End of Term
Fall 2012	14	92.05	41.60	2.83	2.09	42.86	0

Comparison of Prior Program 2009-2011 (3-Year Average) and 2012 Revised Program

LEAP Program	Number of Reinstated Students	Average Percent Completed Term Hours	Average Cumulative Earned Hours at End of Term	Average Current Term GPA	Average Cumulative GPA at End of Term	% Off Academic Probation at End of Term	Percent Dismissed at End of Term
Prior Program	19.67	75.47	32.48	2.01	1.57	20.30	30.83
Revised Program	14.00	92.05	41.60	2.83	2.09	42.86	0
Difference	5.67	16.60	9.11	0.82	0.52	22.56	30.83

Comparison of Program Results



Comparison of Program Results

