

CENTER FOR STUDENT SUCCESS & TRANSITIONS

Student success initiatives & changes to campus procedures



Beginning Fall 2015, the Center for Student Success & Transitions (SST), in collaboration with Academic and Student Affairs, is instituting changes in the procedures of course withdraw and support for students on academic probation. In an effort to improve student persistence and progression to graduation, as well as addressing larger financial aid concerns on Return of Title IV Funds and the institutional change in probation and dismissal standards, the following changes will be enacted.

COURSE WITHDRAW

IPFW sees approximately 550-600 students completely withdraw from courses each fall and spring semester, resulting in over 9,400 credit hours per term, excluding withdrawals during the first week of classes. Of these full withdrawals, only 11% of the students return for the following semester; 73% of which are not enrolled full-time..

Procedures

i Week One (100% financial aid refund period)

- Students can make changes to their schedule (drop, add, change sections, etc.) on their own through myIPFW.

i Week Two (60% financial aid refund period)

- Students must have approval to withdraw from any course.
- A form will be accessed from their myIPFW account and submitted electronically.
- Partial withdraws will be administered by SST, in conjunction with academic departments.
- All full withdraw requests will require students meet (in person, via telephone, Skype, etc. based upon need) with the Assistant Director of Student Success.
- Even course exchanges may be facilitated with their advisor.

i Week Three (40% financial aid refund period)

- Students must have approval to withdraw from any course.
- A form will be accessed from their myIPFW account and submitted electronically.
- Partial withdraws will be administered by SST, in conjunction with academic departments.
- All full withdraw requests will require students meet (in person, via telephone, Skype, etc. based upon need) with the Assistant Director of Student Success.

i **Week Four** (20% financial aid refund period)

- Students must have approval to withdraw from any course.
- A form will be accessed from their myIPFW account and submitted electronically.
- Partial withdraws will be administered by SST, in conjunction with academic departments.
- All full withdraw requests will require students meet (in person, via telephone, Skype, etc. based upon need) with the Assistant Director of Student Success.

i **Weeks Five-Ten** (no financial aid refund)

- Students must have approval to withdraw from any and all courses.
- Students must meet with the Assistant Director of Student Success (in person, via telephone, Skype, etc. based upon need) when wishing to withdraw.

i **Weeks Ten-Sixteen**

- Students cannot withdraw from courses. A referral will be made to their academic department for the late partial withdraw or to the Dean of Students for the late full withdraw.

ACADEMIC PROBATION

With the change in institutional probation and dismissal standards, SST is committed to proactively educating students, supporting them throughout their time on probation, providing the tools necessary to promote student success, and actively challenging them to return to good academic standing and ultimately graduation. Approximately 1,200 students are placed on probation each academic year, with 60% earning fewer than 30 credit hours, with a .99 cumulative GPA.

Procedures

i Student Success Course

- All students placed on academic probation for the first time at the end of the term will be placed in an 8-week student success course to begin at the start of the following semester.
- The course is a non-credit and non-fee bearing, Blackboard-based course designed to provide timely delivery of academic and student success skills and resources and will be organized in the following modules:
 - Week 1: Academic reflections (how did I get here?) & goal setting
 - Week 2: Motivation
 - Week 3: IPFW resources
 - Week 4: Successful academic behaviors
 - Week 5: Study skills and test taking strategies
 - Week 6: Time management
 - Week 7: Getting to good academic standing & goal check-in
 - Week 8: Planning for the future
- Throughout the third through the fifth week, students will meet with the Associate Director of Student Success to discuss progress towards good academic standing.
- At the end of the 8-week course, students will receive their mid-term grades in order to proactively inform a meeting with their academic advisor to schedule courses.

i Student Success Coaching

- All students placed on academic probation will be assigned a peer student success coach (Don2Don Student Success Coach) who will formally and informally provide support, resources, and who will model good academic performance throughout the 16 week term.
- All probationary students with fewer than 29 credit hours will be strongly encouraged to schedule check-in appointments with their coach during weeks two and seven and at their discretion the second half of the term.
- Consistent with the 2013 and 2014 academic years, the Don2Don Student Success Coaches will provide informal programming for all students throughout each semester, focusing on student success strategies, important dates, and cultivating an engaged campus.
- The Don2Don Student Success Coaches also provide classroom presentations, small group sessions, and individual appointments by request.

STAKEHOLDER SUPPORT

Student success remains at the heart of our institution, our strategic plan, and the foundation for our work. To that end, the support from stakeholders and constituents is key to putting this commitment into action in the following ways.

- Inclusion of withdraw and probation information in class syllabi.
- Reporting of mid-term grades; specifically for students on academic probation.
 - SST will provide data entry support for this express purpose at the desire of the faculty member/major department.
- Informing students of procedures throughout classrooms, advising sessions and departmental communication.
 - SST has produced content for classroom “Don’t Cancel Class” sessions, course introductions, etc. and are available in any format and length of time.
- Providing SST information for a centralized point of contact.
- Committing to the process - student, faculty, and staff accountability in the encouragement of and adherence to both processes.

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