

Kentucky Wesleyan College

Policy & Procedure Manual

Academic Performance Enhancement and Retention Policy

Approval: Board of Trustees

Policy Type: College

Policy Owner: Vice President of Executive Initiatives and Retention

Revision History

Approval Date: August 2016

Modified: June 2018

Next Review: August 2019

1. Purpose

- 1.1 Kentucky Wesleyan's commitment is to provide a quality learning environment and experience, student engagement, and student success in their chosen field of study.
- 1.2 To provide academic support services in a structured environment in which Wesleyan's students identified as "at-risk" can achieve their academic goal.

2. Definition

2.1 At-Risk Student

Wesleyan students classified as academically at-risk include students who do not meet the minimum academic criteria required for acceptance to the College (First Year Success) and students who have been placed on Academic Probation or Financial Aid Suspension. Other indicators include, but are not limited to: under-performance in meeting course or program learning outcomes (i.e. low or failing grades); absences or continued tardiness; not securing required course textbooks; poor motivation; disruptive classroom or residence hall behavior; high loan burden; first generation student; scholar-athletes who are receiving minimal or no playing time; commuter students who are not engaged in campus activities; any student who is under-engaged or over-engaged in campus social life; part-time employment over 20 hours per week, other than campus work-study; and/or personal circumstances.

3. Policy

- 3.1 Students, faculty, and staff are active partners in the teaching and learning process.
- 3.2 Faculty are required to submit Academic Alerts to assist the CARES Team in monitoring students.
- 3.3 Faculty should notify the CARES Team of students who are not in class so staff may reach out to them to see if additional services are needed. These notifications may be through the Academic Alert system, via the LMS system (Brightspace), or via the CAMS Faculty Portal. Notifications are checked weekly, therefore all submissions must be made by Friday afternoon.
- 3.4 All courses must provide a significant assessment with feedback to the student within the first 3 weeks of the course.
- 3.5 Staff members are required to contact a CARES Team member if an at-risk student is experiencing problems outside the classroom setting.
- 3.6 Mid-semester grades are required for all courses with the exception of internships, practicums, computer literacy, and directed study.
- 3.7 All students placed on Academic Probation are required to complete and log four study hours each week in the Student Success Center or the Scholar-Athlete study table. Study hours will be tabulated weekly and submitted to the Academic Dean as a contingency of the students continued enrollment.
- 3.8 Support and intervention strategies for at-risk students include, but are not limited to: individual meetings with academic advisor, coach, or CARES Team member; career development counseling; peer tutoring; study session attendance; Student Success Center workshops; and personal or financial aid counseling.

4. Procedures

- 4.1 Electronic Academic Alerts must be submitted for all students who have earned a letter grade of D or F on academic assignments or exams.
- 4.2 Academic advisors are required to meet with their advisee if an Academic Alert has been submitted.
- 4.3 Coaches are required to meet with their scholar-athletes to discuss their poor attendance/performance in the classroom.
- 4.4 The Greek advisor is required to meet with Greek members who are under-performing.
- 4.5 CARES Team members are required to contact assigned at-risk students in a non-

threatening manner and provide feedback on the CARES Team share point website.

- 4.6 All new scholar-athletes are required to attend mandatory study sessions their first semester of enrollment. New scholar-athletes achieving at least a 3.0 cumulative grade point average will be excused from study-table at the conclusion of the semester. Continuing scholar-athletes who maintain at least a cumulative 2.5 GPA are exempt from study table.
- 4.7 Wesleyan students placed on Academic Probation are required to attend all study sessions and meet with the Dean of Student Success to discuss strategies for success prior to the start of the academic semester. They should meet regularly with Supplemental Instructors (when available). A student participation log will be monitored ensuring student participation. Once a student achieves good academic standing, they will no longer be required to attend study table.