ACHIEVE Center Team Meeting
2019 - 2020
Core Values, Staff, Operational Hours & this entire PowerPoint

Posted on www.drexeldragons.com under Academics Tab
The Academic Support Relationship

**Expectations of Students**

- Demonstrate Respect for others and self at all times
- Adhere to the Drexel University Student Code of Conduct, University policies and procedures
- Take ownership of your academic plan and performance using a variety of resource tools
- Utilize campus resources (including college advisor), systems and planning tools
- Check your Drexel University email account regularly, manage your inbox and respond to actionable items
- Allow for open and honest communication with ACHIEVE Staff

**Expectations of ACHIEVE Staff**

- Advocate for student-athletes
- Be knowledgeable about Drexel University policies and procedures
- Serve as a liaison for students with campus resources, faculty, and professional staff
- Direct you to appropriate tutoring services
- Maintain a courteous, respectful and supportive academic support environment
- Collaborate with student-athletes to generate solutions to challenges
- Empower student-athletes to create and academic plan in attainment of degree completion and academic goals
- Adhere to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA)
ACHIEVE Center

- Current student-athletes and 5th year student-athletes ONLY!
- Be conscientious of others and the environment
- Printer: FREE
- Respect staff
- NO Dipping Allowed
- Treat space with respect (throw trash away)
- If a staff member catches you on social media or other non-academic material, you will be asked to leave.
- If you are signed in for study hall, you are required to be in the ACHIEVE Center.
- If you leave the ACHIEVE Center, SIGN OUT
Dragon Lounge

• ONLY current student-athletes are permitted to use the Dragon Lounge
  • The Dragon Lounge’s operational hours are the same as ACHIEVE Center
  • Requires ID access

• The fueling station is housed in the Dragon Lounge
  • The fueling station is managed by the Sports Nutritionist and Operational Hours Vary
Guidelines for sending an email

• Be specific in the subject line.
  • Probation Meeting
  • Meet to discuss xyz
  • COM 300 Section 1

• Address the person formally.
  • Dear Dr. Faculty Member
  • Dear Mr. Sport Administrator
    • No Hey or just their last name

• Keep your email brief and to-the-point

• Use formal language and proper grammar

• Send the email and be patient when waiting for a reply
  • Should wait at least 48 hours during the week.
  • Should not expect a response on the weekend.
Missed Class Absence Form

• Per provost policy, ALL student-athletes are REQUIRED to submit their MCAF two weeks in advance
  • Please make sure you complete the top of the form BEFORE you submit to your professors

• We cannot advocate for you if you did not follow the Provost policy

Absences due to University Sponsored Activities – Provost Policy

• Many students participate in University-sponsored activities in which they represent the University or their academic college or department. Such activities may cause a student to be absent from class. In many instances, such absences qualify as "excused absences" which means that the absence, with proper prior arrangement, is not subject to penalty and coursework may be satisfied through agreement between the instructor and the student. Some examples of events that may qualify for excused absence include: athletic competition; research or presentation in which the student is an integral member of the presenting team, musical or performing arts events. In order to determine if an event qualifies for excused absence, students are encouraged to discuss the activity with their instructor(s) and academic advisor.

• Students seeking approval for an approved absence are responsible for notifying their instructor(s) at least two (2) weeks in advance of such absences. If the activity is at the beginning of the term, students should notify their instructor(s) as soon as possible. Instructors are expected to make reasonable accommodations for these class absences including administration of make-up assignments and exams whenever possible. Please note, however, that the requirements of some courses or programs may preclude such accommodations.

• It is expected that students seeking an excused absence will develop a plan and timetable to make up the missed coursework with their instructor(s).
ACHIEVE Center Exam Proctoring Protocol

• If a student-athlete will miss a regularly scheduled exam due to an athletic competition, the student-athlete is required to request, with as much advance notice as possible, a make-up exam with the professor of the course. If the student-athlete and professor cannot coordinate a make-up time, with prior approval from the professor, a member of the ACHIEVE Center Staff can proctor the exam on campus. The member of the ACHIEVE Center Staff who will be proctoring the exam will get specific instructions (i.e. length of exam, resources if any that can be used during the exam etc) from the professor and all previously granted disability accommodations (if applicable) will apply.

• In general, coaches are not permitted to proctor an exam. However, if a student-athlete is required to take an exam while travelling and a member of the ACHIEVE Center Staff is not present on the trip, a coach or another athletic staff member may be allowed to proctor the exam as long as prior approval is obtained from the Associate Athletic Director for Student-Athlete Services and FAR (Faculty Athletic Representative).

• Requests to proctor an exam must be submitted via email to the Associate Athletic Director of Student-Athlete Support at least 7 days prior to the original exam date. Approval will be determined on a case-by-case basis and the Associate Athletic Director for Student-Athlete Support Services and FAR reserve the right to deny the request. If denied, other acceptable arrangements for administration of the exam will be investigated.
Missed Class due to **Sport Related** Medical Reason

- If you miss class for a **SPORT Related** injury/medical reason here is the process:
  - The Athletic Trainer will reach out to the ACHIEVE Center
  - The ACHIEVE Center will email your professors, “Dragon Mario has a valid reason for missing class.” You will be copied on the email and to follow up with the professor. Because of HIPPA, we cannot disclose your medical condition.
  - Training room and the ACHIEVE Center will suggest that you go to the Office of Disability Services to submit your medical documentation.
  - The Office of Disability will provide you with an adjustment letter to give to your professors. You **ARE NOT** required to show medical documentation to your professors.
Missed Class due to **Sport Related** Medical Reason Cont..

- Depending on the extent of your injury, we may need to get your college advisor involved.
  - They need to be involved because it is important that you make an informed decision about withdrawing or keeping a course.

- If you are advised to withdraw from a class and you decide to keep the course, you CANNOT request a late withdraw AFTER.

- If you do not submit your medical documentation to the Office of Disability Services and then you fail an exam, you CANNOT ask for a do over.
Missing Class due to **Non-Sport Related** Medical Reasons

- If you have a **NON-SPORT Related** medical reason for missing class (death in the family, flu, cold, earache, headache, etc.):
  - It is **YOUR** responsibility to sort out your missed class time with your professors.
  - The Health Center **WILL NOT** give you a doctors note for missing class.
  - The ACHIEVE Center **WILL NOT** send an email on your behalf.
Disability Resources

James E. Marks Intercultural Center
3225 Arch Street, Suite 011
Philadelphia, PA 19104

Disability Resources contact information:

Phone: 215.895.1401
TTY: 215.895.2299
Fax: 215.895.1402

disability@drexel.edu

http://www.drexel.edu/odr
Academic Standing

• **Dean’s List:**
  • 3.60 TERM GPA
    • Must be enrolled in full-time course load

• **Good Standing:**
  • Term and/or CUM GPA above 2.00

• **Academic Probation:**
  • Term and/or CUM GPA below 2.00

• **Continued Probation:**
  • Second term on Term and or CUM GPA below 2.00

• **Academic Dismissal:**
  • An undergraduate student who has three consecutive terms for Probation or fails to meet the requirement of the terms of his/her academic probation will be Academically Dismissed from the University. A student who earns a term or cumulative GPA less than 1.00 in any term is subject to Academic Dismissal.
Athletic Probation Policy

• Required weekly meetings with ACHIEVE Center Staff member
• Required study hall hours in ACHIEVE Center
  • You can only complete 2 hours on Sunday to count towards your required hours
• Failure to comply will result in missing practice and games

Please note: You will have a academic probation contract to comply with as well from your college...Your college advisor will discuss requirements and expectations with you during your meeting.
Required Study Hall

• **Required/Mandatory Study Hall Hours:**
  - MUST be completed in ACHIEVE Center not the Dragon Lounge
  - Monday – Thursday: Hours can ONLY be completed 9AM – 7:30PM
  - Friday: Hours can ONLY be completed 9am-5pm
  - Sunday: Only 2 Hours of mandatory Study Hall
    • *Please note: The ACHIEVE is CLOSED on Sundays during Spring Term*

*The ACHIEVE Center is a place for studying and getting work done….NOT a social hangout.*
Academic Progress Towards your degree completion

• Know your curriculum
  • As a Drexel student, you are responsible for your own plan of study management
    • Degree Works is a great tool
  • You can look ahead to see what is offered by looking at the Term Master Schedule
  • Should average 15/16 credits per term to graduate on-time

• Stay in sequence
  • Going out of sequence can impact graduation
  • Know what your pre-requisites are for your major.
    • STAT may be a pre-requisite for your major but not your teammates

• Utilize priority registration –
  • Happens week 6 of the academic term unless you are on Co-op (need to wait until week 9)
  • Student-athletes are responsible their own course registration.
  • ACHIEVE Center can help with general questions.

• Junior Year – Meet with your COLLEGE advisor to make sure you are on track for graduation

• Senior Year – Apply for your degree online
Practice Blocks

- Practice blocks are placed on schedules during your athletic in-season. Practice blocks will not be added in your off-season.

- If your student-athlete has a hold when practice blocks are added, then that particular student-athlete will not get a practice block.

- Practice blocks are not an excuse to take a required course.

- If a student-athlete has a required course to take during their practice time here is the protocol:
  - Talk to your college advisor to discuss all of your options.
  - Once you figure out your options, you must talk to the coach
  - Once you talk to your coach, you must email their college advisor and request an override into the course.

  *Please note: ACHIEVE Staff cannot override a practice block or add a course to your schedule*
Registration - Academic Progress

5 Year Plan
- Freshman: 0.00 – 39.5
- Sophomore: 40.0 – 70.0
- Pre-Junior: 70.5 – 96.0
- Junior: 96.5 – 129.5
- Senior: 130 +

4 Year Plan
- Freshman: 0.00 – 39.5
- Sophomore: 40.0 – 96.0
- Junior: 96.5 – 129.5
- Senior: 130 +

This becomes important when you try to register for classes...If you are not a SOPH by credits, you will not be able to add a SOPH level course...which could potentially put you out of sequence....delay graduation.
Add/Drop vs Course Withdrawal

• Add/Drop
  • Can only do week 1 of the academic term
  • MUST have 12 credits by the end of add/drop to be eligible to compete

• Course Withdrawal
  • Pay attention that you are not withdrawing from a course that is a pre-requisite for another class
  • Must submit paperwork by Friday of week 7
  • Never drop below 12 credits without discussing it with your coach, compliance, and financial aid office.
Co-op

• As a Drexel student, you are required to manage the Co-op process
  • Please make sure you are working with your Co-op coordinator throughout the process.
• Good Faith Effort required to compete while on Co-op.
• During the interview process, you MUST disclose that you will need a flexible schedule due to your season or preseason athletic responsibilities.
• If you do not get paired, you will be required to complete a weekly journal. Please make sure you are completing your requirements.

DCU = REQUIRED for Graduation
NCU = CANNOT Graduate (please see your Co-op coordinator ASAP)
Other Important Reminders

• FERPA
  • Need your permission to speak to your parents

• International Students:
  • Required to maintain 12 credits
  • Make sure you are keeping current with the policies and protocols

• Summer classes
  • If you are taking them at another University, you MUST get your college advisor to approve
  • BUSN – no classes outside of Drexel University

• Changing your major or plan of study
  • Make sure the new major meets your required % of degree completion
  • If you are switching from 5 year to 4 year or 4 year to five year, you must get the switch approved by your coach as it may result in an increase in your tuition

• Merit Scholarship:
  • Know your GPA requirement
  • If you are on athletic money as well, you need to maintain a CUM GPA of a 3.00
All University academic policies can be found on the Provost page:

[Academic Policies]

For your specific major, please keep current with your major requirements by visiting with your college advisor.
Reminder: NCAA Academic Requirements

- Must pass 36 credits during your freshman year (If not, you will need summer classes)
- Must pass 27 credits per year after freshmen year (18 credits if you are on co-op) CANNOT USE summer for this requirement
- Must declare major prior to start of 3rd year.
- Must pass 6 credits per term

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Grievance Policy for Student-Athletes

- A grievance includes but is not limited to:
  - Harassment
  - Hazing
  - Abusive Behavior
  - Sexual Orientation

- Any Student-Athlete with a grievance will contact the Faculty Athletics Representative (Dr. Kevin Gard) in writing with the issue.

- The FAR will gather the information and with the Grievance Committee, a sub-committee of the FAAC, will hear the student-athlete concerns.

- The FAR will contact the Director of Athletics (Dr. Zillmer) and other administration as needed to resolve the issue.

  Kevin.gard@drexel.edu
Student Athlete Advisory Committee

- Student-Athlete Advisory Committee
  - This is your voice in Drexel Athletics