

# At-Risk Academic Programming: Laying The Foundation

KRISTEN DRUMMOND  
FORMER ASSOCIATE DIRECTOR OF ACADEMIC PROGRAMMING  
DELAWARE STATE UNIVERSITY

# Laying The Foundation



- Presentation Overview
  - Beginning with the Basics
    - Programming Foundation
      - Documentation
      - Obligations
      - Expectations

# Student Information Sheet

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**DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
INFORMATION SHEET**

Name: \_\_\_\_\_ DSU D#: \_\_\_\_\_

Sport: \_\_\_\_\_ Position Coach (football only): \_\_\_\_\_

Email: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

Local (Campus) Address: \_\_\_\_\_

Do You Require Academic Accommodations? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Unknown

Do You Want to Sign FERPA Form For Parent/Guardian? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Unknown

Classification: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Academic Advisor (Non-athletic advisor): \_\_\_\_\_

Current GPA: \_\_\_\_\_

GPA Desired at the End of the Semester: \_\_\_\_\_

Blackboard Username: \_\_\_\_\_

Blackboard Password: \_\_\_\_\_

# Course Assignment Form

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**DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
COURSE ASSIGNMENTS: SPRING 2017**

Student-Athlete Name: \_\_\_\_\_  
Course: (EXAMPLE: English Composition I – MWF 10:00 – 10:50) \_\_\_\_\_  
Syllabus Present: Yes / No \_\_\_\_\_  
Additional Comments: \_\_\_\_\_

Assignment List	Date Due:	Submitted (Y/N)	Designee Signature
Assignment #1:			
Assignment #2:			
Assignment #3:			
Assignment #4:			
Assignment #5:			
Assignment #6:			

\_\_\_\_\_  
Last, First (Print)

\_\_\_\_\_  
University ID

\_\_\_\_\_  
Student Signature


\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director of Academic Programming (or designee)

\_\_\_\_\_  
Date

# Missed Assignment Document

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DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
MISSED ASSIGNMENT DOCUMENT

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**Missing Assignment**

Name: \_\_\_\_\_  
Course: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Assignment(s): \_\_\_\_\_

**I Did Not Turn In My Assignment Because:**

☐ I did not bring it to class

☐ I choose not to do it

☐ I forgot I had to do it

☐ I did not have the materials to complete the assignment

☐ Other. Please provide a detailed explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
Last, First (Print) University ID

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Associate Director of Academic Programming (or designee) Date

# Course Assignment Progression

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DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
COURSE ASSIGNMENT PROGRESSION: SPRING 2017

Course: \_\_\_\_\_ (EXAMPLE: English Composition I – MWF 10:00 – 10:50)

Assignment #: \_\_\_\_\_

Assignment Due Date: \_\_\_\_\_

**Level of Progression**

Has progression been made on this assignment this week? Yes / No (Please Circle)

What is the extent of the progression? \_\_\_\_\_

\_\_\_\_\_

Is this progress satisfactory? Yes / No (Please Circle)

What additional acts are required for this assignment to be complete? \_\_\_\_\_

\_\_\_\_\_

**Assignment Completion**

Assignment Complete? Yes / No (Please Circle)

Assignment Turned In? Yes / No (Please Circle)

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Associate Director of Academic Programming (or designee) \_\_\_\_\_

Date \_\_\_\_\_

# Objective-Based Study Hall

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## DELAWARE STATE UNIVERSITY ACADEMIC SERVICES FOR STUDENT ATHLETES OBJECTIVE-BASED STUDY HALL OBJECTIVES

Name: \_\_\_\_\_ Week of: \_\_\_\_\_

Monday: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Objective Box	Class	Completed (Signature Required)
Objective #1		
Objective #2		
Objective #3		
Objective #4		

Tuesday: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Objective Box	Class	Completed (Signature Required)
Objective #1		
Objective #2		
Objective #3		
Objective #4		

Wednesday: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Objective Box	Class	Completed (Signature Required)
Objective #1		
Objective #2		
Objective #3		
Objective #4		

Thursday: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Objective Box	Class	Completed (Signature Required)
Objective #1		
Objective #2		
Objective #3		
Objective #4		

Friday: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Objective Box	Class	Completed (Signature Required)
Objective #1		
Objective #2		
Objective #3		
Objective #4		

# Semester Schedule Block

2016 Fall Schedule Block

NAME	SPORT			PHONE		EMAIL	
Jack Jones Johnson	Baseball			302-888-8888		jjj@students.desu.edu	
	MON	TUES	WED	THUR	FRI	SAT	SUN
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM		BIOL 100		BIOL 100			
8:30 AM	MGMT 220	8:00 - 9:15	MGMT 220	8:00 - 9:15	MGMT 220		
9:00 AM	8:30 -9:45		8:30 -9:45		8:30 -9:45		
9:30 AM	\	ENGL 100		ENGL 100			
10:00 AM	Study Hall	9:30 - 10:45	Study Hall	9:30 - 10:45	Study Hall		
10:30 AM	10:00-11:50		10:00-11:50		10:00-11:50		
11:00 AM		Study Hall		Study Hall			
11:30 AM		11:00-12:00		11:00-12:00			
12:00 PM	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30 PM	12-12:45	Lunch	Lunch	Lunch	Lunch		
1:00 PM	MATH 110	MATH 110	MATH 110	MATH 110	MATH 110		
1:30 PM	1:00 - 1:50	1:00 - 1:50	1:00 - 1:50	1:00 - 1:50	1:00 - 1:50		
2:00 PM							
2:30 PM							
3:00 PM	Practice	Practice	Practice	Practice	Practice		
3:30 PM	3:00-6:00	3:00-6:00	3:00-6:00	3:00-6:00	3:00-6:00		
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
7:00 PM							
7:30 PM							
8:00 PM							
8:30 PM							
9:00 PM							
9:30 PM							
10:00 PM							
10:30 PM							
11:00 PM							
11:30 PM							
12:00 AM							

# Study Hall Documentation (Time Subtraction)

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## DELAWARE STATE UNIVERSITY ACADEMIC SERVICES FOR STUDENT ATHLETES

April 25, 2016

Hello Coach,

It has been noted that the following athletes are signed in study hall:

Jack Jones Johnson
Johnathan Jones
Jackson Jones
Jones Smith

Though these athletes are signed into study hall, upon completing a spot check of the W.C. Jason Library 2<sup>nd</sup> floor, it was noted these students not to be present.

I have deleted all but 10 minutes of your athletes time in Grades First due to not knowing what specific times your athletes were or were not present in study hall.

If deleting your athletes' time was done erroneously, please have your athletes come see me in order to have their time rectified. If your athlete upholds to be receiving academic assistance from an area different from the 2<sup>nd</sup> floor of the library, please have them bring documentation to support this claim.

Let me know if you have any additional questions.

Thanks,

Kris Drum

# Study Hall Non-Completion Notification

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## DELAWARE STATE UNIVERSITY ACADEMIC SERVICES FOR STUDENT ATHLETES

September 20, 2016

Mr. Jack Jones Johnson,

This letter is to inform you that you **DID NOT COMPLETE** the required amount of study hall hours for the week of **September 11<sup>th</sup> to September 17<sup>th</sup>.**

<b>10hr 0min</b>	<b>5hr 35min</b>	<b>4hr 25min</b>
Time Required	Time Completed	Time Remaining

Please note that by not completing the mandatory amount of study hall hours you are required to a meeting based upon the consequence below in italic and bold.

The consequences for not completing your study hall hours are listed below:

- **1st unexcused absence meeting with Associate Director of Athletic Academic Programming and Letter of warning.**
- **2nd unexcused absence meeting with Associate Director of Athletic Academic Programming and Head Coach; 2nd Letter of warning.**
- **3<sup>rd</sup> unexcused absence- meeting with Associate Director of Athletic Academic Programming, Head Coach, and Sr. Associate Athletic Director; new academic improvement plan implemented.**
- **4<sup>th</sup> unexcused absence- missing the next scheduled competition, not including exhibition games.**
- **5th unexcused absence- Suspension from competition until reinstated. Meeting with Associate Director of Athletic Academic Programming Coordinator, Head Coach, Sr. Associate Athletic Director and Director of Athletics required; revised academic improvement plan implemented.**

Please note that you are on your **1st unexcused absences.** The act that will be taken due to this unexcused absence is:

**1st unexcused absence meeting with Associate Director of Athletic Academic Programming and Letter of warning.**

If you have any questions or concerns please contact me at your earliest convenience.

Sincerely,

Kristen D. Drummond  
Associate Director of Academic Programming

CC: Head Coach Keith Walker, Men's Basketball  
Racheal Jennings, Athletic Academic Counselor  
Dr. Sonja Jackson-McCoy, Associate Athletic Director for Academic Services for Student-Athletes

# Missed Appointment Notification (Unexcused)

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DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
MISSED APPOINTMENT NOTIFICATION

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Hello Coach,

This letter is to notify you that student-athlete, **IAM NOONE**, was not present at their scheduled academic meeting.

**IAM NOONE** had an appointment time set for **TUESDAY, SEPTEMBER 13<sup>TH</sup> AT 9:30AM.**

Contact will be made with the student-athlete and another meeting will be scheduled accordingly.

Please retain this notification for your personal records.


Thank you,

*K. Drummond*

Kristen Drummond

# Missed Appointment Notification (Excused)

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DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
EXCUSED MISSED APPOINTMENT NOTIFICATION

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Hello Coach,

This letter is to notify you that student-athlete, IAM NOONE, was excuse from their weekly scheduled meeting set for FRIDAY, APRIL 14<sup>TH</sup> AT 10:30AM.

The following justification was given to justify the excused absence:

☐ Athletic Competition/Travel

☐ At-Risk Advisor Schedule Conflict

☐ Meeting with Non-Athletic Academic Advisor

☐ Coaches Request

☐ Academic Course Assignment/Activity Requirement

☐ Medical Notation

☒ Other: Institution was closed in observance of the Easter Holiday.

Contact will be made with the student-athlete and another meeting will be scheduled accordingly.

Please retain this notification for your personal records.

Thank you,

*K. Drummond*

Kristen Drummond

# Class Attendance Policy

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## DELAWARE STATE UNIVERSITY ACADEMIC SERVICES FOR STUDENT ATHLETES CLASS ATTENDANCE POLICY & PROCEDURE

Please review and acknowledge the following:

- A. Students are required to attend all classes.
  - a. Unofficial, unexcused absences have the ability to jeopardize your final grade.
  - b. Official absences, according to University policy, are medical, court, and university-related exceptions. All absences require official documentation to be excused.
  - c. Students who arrive after the session begins may be considered late or absent. This too can influence your final grade.
  - d. If you miss a class, you are still responsible for making up the missed test or assignment. Upon returning to class, in the event of an official excuse, you are responsible for contacting your instructor to arrange the submission of the missed assignment or to complete the make-up test. All official documentation, except for those submitted by the University, must be submitted immediately upon your return to class.
  - e. If the absence is unofficial, the instructor can use his/her discretion regarding missed tests or assignments.
  - f. Departing early without prior written notification—either via email or handwritten—to the instructor is poor classroom etiquette and disruptive of class discussion and lecture. Such early departure may possibly count toward an absence.

**Upon signing this document you agree that you have reviewed the document and have a clear understand of all stipulations described. This form will be regarded to should any issue of classroom attend arise.**

\_\_\_\_\_  
Last, First

\_\_\_\_\_  
University ID

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director of Academic Programming (or designee)

\_\_\_\_\_  
Date

# Academic Programming Contract

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## DELAWARE STATE UNIVERSITY ACADEMIC SERVICES FOR STUDENT ATHLETES ACADEMIC PROGRAMMING CONTRACT

I agree as a student-athlete at Delaware State University, it is essential that I continue to meet the requirements of **good academic standing**. I understand that I have been identified as an at-risk student-athlete based upon my previous academic efforts. I understand that I may be able to achieve higher levels of success by taking advantage of prescribed intervention methods detailed below. These interventions **may include, but will not be limited to**, the following jointly agreed upon directives of the student and the Associate Director of Academic Programming.

1. I agree to fulfill my required \_\_\_\_\_ hours of study hall weekly.
2. I agree to meet with academic programmer **weekly** to give updates on my academic progress. Our meeting date(s) are \_\_\_\_\_ at \_\_\_\_\_.
3. I will meet with a tutor at least twice a week, unless otherwise prescribed by a member of the Athletic Academic Services staff.
4. I will submit all documentation of a learning disability to the Office of Testing services.

I further agree that is my grade point average continues to decline, I must participate in one or more of the following interventions:

1. Academic review sessions offered through my academic department.
2. Learning assessments offered through the Department of Academic Services for Student-Athletes (ASSA).
3. If applicable, fully participate in the services offered by the Office of Testing Services.

I understand that I must meet all Delaware State University, NCAA & MEAC eligibility requirements. In the event that I meet serious academic difficulty (dismissal) and have not participated in these interventions, **my appeal of academic dismissal will not be supported by the division of Academic Services for Student-Athletes.**

\_\_\_\_\_  
Last, First

\_\_\_\_\_  
University ID

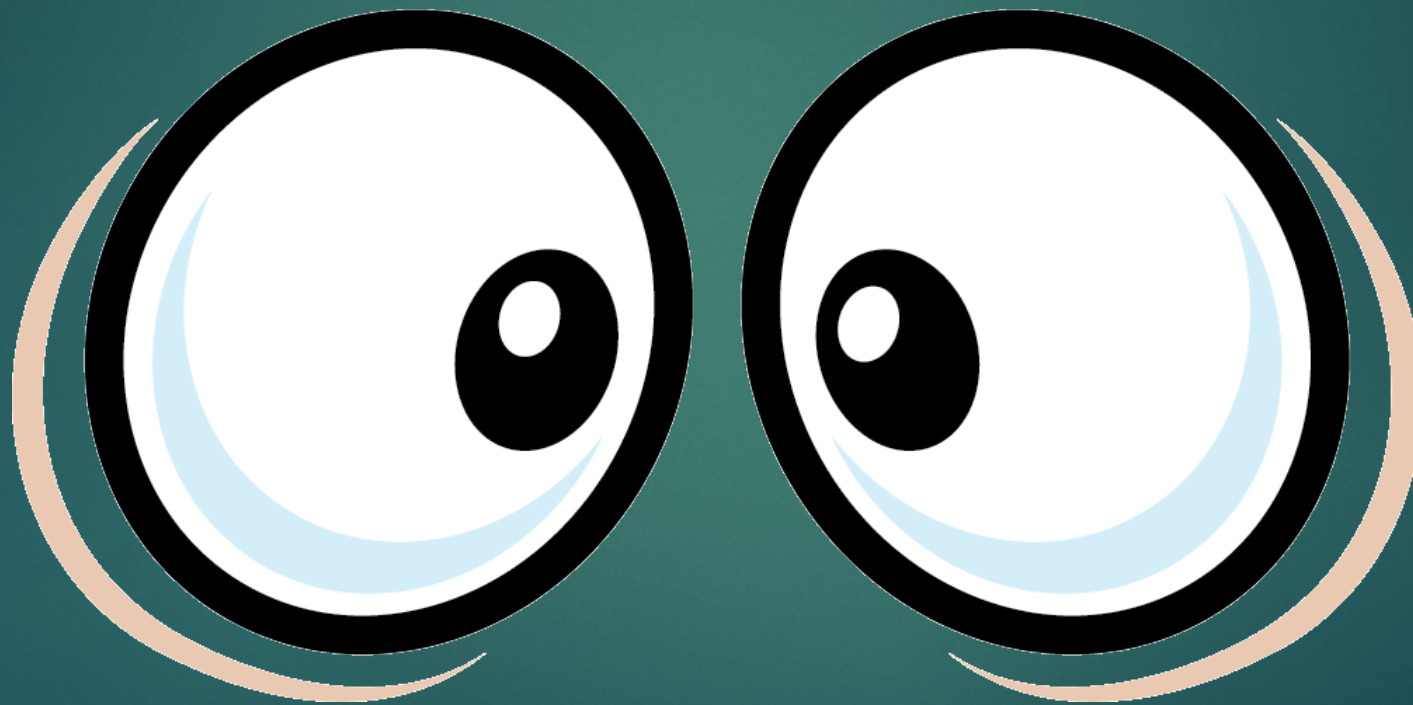
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Director of Academic Programming (or designee)

\_\_\_\_\_  
Date

# Supplemental Forms



# Progress Report Document

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## DELAWARE STATE UNIVERSITY ACADEMIC SERVICES FOR STUDENT ATHLETES PROGRESS REPORT DOCUMENT

Kristen Kriss Krissy			Enrolled – 15 cr. CGPA: 2.33 Major: Mass Communications	Eligibility Stats
			<i>Comments: Progress Report Ending Week 15 of Fall 2016 Semester</i>	
MCOM	101	COMMUNICATIONS WRITING	Current Grade Documented: <b>A (Student Response)</b> Presentation/Final Project Due: 12/6 (Super Hero/Comic Activity)	Cr. Attempted: <b>65</b>
ENGL	113	INTRO TO THEATRE	Current Grade Documented: <b>89.04% = B</b> Oral Presentation: Midsummer Night Dream Review: 12/8 *5 assignments Pending Grades*	Deg. App. Cr. Earned: <b>53</b>
MCOM	251	PUBLIC RELATIONS WRITING	Current Grade Documented: <b>87.33 = B</b> Test: 12/8 Press Release Final: 12/9 Brochure Assignment Completed & Submitted: 11/29 (Received "A")	Req. For PTD (40%): <b>48</b>
MCOM	208	INTRO TO MASS COMM	Current Grade Documented: <b>87.45% = B</b> Week 12 Assignment: 12/6 Innovators Essay: 12/12 Special Project Assignment: 12/14 SEA Paper Due: 12/16	Cr. For 4yr Grad Needed: <b>60</b>
ENGL	205	AFRICAN-AMERICAN LIT I	Current Grade Documented: <b>69% = D (awaiting pending grades)</b> Paper Revisions Due: 12/9 (paper submitted, not graded) Final: 12/12 @ 1:00pm	Cr. To Grad: <b>120</b>

### Mid-Term Notation

Loren	Harris	WTC	ENGL	113 INTRO TO THEATRE	3 A
Loren	Harris	WTC	MCOM	101 COMMUNICATIONS WRITING	3 A
Loren	Harris	WTC	MCOM	208 INTRO TO MASS COMM	3 A
Loren	Harris	WTC	MCOM	251 PUBLIC RELATIONS WRITING	3 B
Loren	Harris	WTC	ENGL	205 AFRICAN-AMERICAN LIT I	3 C

# Student Travel Letter to Instructor

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DELAWARE STATE UNIVERSITY  
ACADEMIC SERVICES FOR STUDENT ATHLETES  
STUDENT TRAVEL LETTER TO INSTRUCTOR

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Hello Professor Jones,

This is Mike Jones from your MWF, 1:00pm Lifetime Wellness & Fitness Course.


I will be traveling with the Men's Basketball team from October 12<sup>th</sup> – October 14<sup>th</sup> and I am inquiring about the work that I need to complete while I'm on the road.

Can you please tell me what assignments I need to complete while I am gone? I am attempting to be proactive in my academic requirements.

Thanks,

Mike Jones

# FERPA: Family Educational Rights & Privacy Act



OFFICE OF THE REGISTRAR

Notification of Rights under FERPA for Delaware State University Students

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the students of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA Authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Delaware State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

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ID Number \_\_\_\_\_ Birthdate \_\_\_\_\_

I, \_\_\_\_\_, give Delaware State University permission to disclose my educational records to the following persons:

(Print Name)

1) \_\_\_\_\_ 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

I will hold Delaware State University harmless and indemnify them from any legal action based on the release(s) I have authorized in this document.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\*Note: This form is valid through the end of your matriculation at Delaware State University.  
CONFIDENTIAL

# It Takes A Village

- ▶ It Takes A Village
  - ▶ Three Fold-Cord
    - ▶ Student-Athlete
    - ▶ Coaches
    - ▶ Academics

# Velvet Covered Brick



# Questions



# Contact Information

Mrs. Kristen Drummond

kristen.d.drummond@gmail.com

443-944-6072 (cellular #1)

302-922-3085 (cellular #2)



NORTH CAROLINA AGRICULTURAL  
AND TECHNICAL STATE UNIVERSITY

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# *AT RISK ATHLETES*

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**Kimberly Burke, M.S. Ed**  
Learning Specialist

Student Athlete Academic Enhancement Program (SAAEP)  
Center for Academic Excellence  
North Carolina Agricultural and Technical State University  
[kburke@ncat.edu](mailto:kburke@ncat.edu)  
(336)285-4095

AGGIES **DO**



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# *Identifying At Risk Athletes*

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## **Student Athlete Academic Enhancement Program (SAEEP)**

- Intrusive Academic Advising
- Learning Specialist
- Academic Monitoring via GradesFirst web-based software
- Structured, Study Hall
- Supplemental Instruction (SI)
- Dedicated CAE Tutors
- Laptop Check-Out Program
- Math Academic Support
- Study Skills Workshops
- Blackboard

# Learning Specialist

## *Identifying “At-Risk” Student Athletes*

- Self referral
- Advisor referral
- Coach’s referral
- Midterm Academic Standing
- Chancellor’s Exceptions
- SAAEP Progress Campaigns
  - » Attendance
  - » Academic
  - » Study Hours



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# *Working With At Risk Athletes*

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## Working with At Risk Athletes

- Do not make assumptions.
- Meet them where they are.
- Asset based approach, rather than deficit based.
- Analyze assessments.
- Survey of past academic experiences.
- Interviews.
- Special admits (i.e. Chancellor's Exceptions)- investigate why they did not qualify for traditional admission

- Ongoing communication with advisors, professors and coaches.
- Document, Document, Document!
  - GradesFirst reporting of sessions, missed appointments, etc.
- Personality testing for staff and student athletes.
  - **DISC**
    - Dominant
    - Inspiring
    - Supportive
    - Cautious
- Language is important(words have weight)- refer to your students as young scholar, professor, etc.

- Identify strengths and capitalize on those.
- Determine learning styles and multiple intelligences.
- Course specific tutoring.
- Build personal connections.
- Figure out who they are connected to and connect them with potential shipmates:
  - academic advisor/coach
  - Tutors
  - Mentors
  - Other students
- Work on developing self outside of academics.



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*It Takes a Village*

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# Look for Collaborators

## *Graduate Assistants and interns*

- » Education Studies
  - Special Education
  - Adult Education Studies
- » Counseling
- » Athletics



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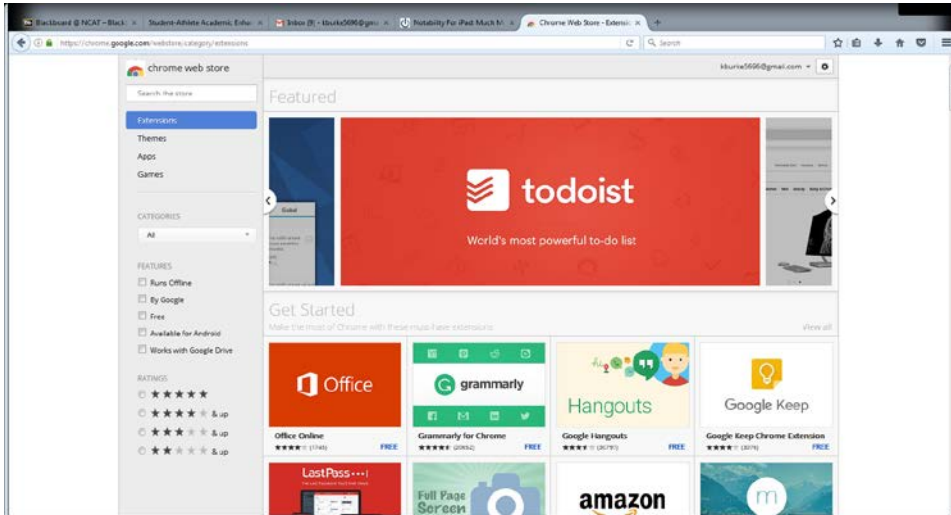
# *Tools of the Trade*

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## *Tools of the trade*

- Planner
- Google calendar with alerts
- Alarms
- Apps
- Mind Maps
- Assistive technologies
- Transcripts of videos
- Intuition

## Look for Chrome extensions for study supports



Grammarly-checks grammar

Mindmeister- mind mapping, organizing

Notability-notetaking on iPad

MyHomework-cross –platform student planner

Memorize-pop up study questions wherever you are browsing

Strict Workflow-automated timer for 25 minute of study and 5 minute break

Google Keep-keeps websites you want



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# *Challenges*

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Resources-especially for non-scholarship students  
Stigma attached to labels  
Often asked to do advising, attend extra meetings, etc.

# TIME



NORTH CAROLINA AGRICULTURAL  
AND TECHNICAL STATE UNIVERSITY

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*QUESTIONS? COMMENTS?*

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*AGGIES* **DO**