

**AUTHORITY:** Dean of Student Services

**STANDARD:**

DSS will monitor all new students throughout their first module and support current students throughout their programs. First Module Success measures new students in an active status with passing grades.

**TASKS:**

**Week 1**

Day 1:

Run *GPA Average Range* report to pull all students with a GPA under 2.5.

Run *Final Grade* report to pull all students with Final Grade of F last module.

Create *List*:

- Schedule CV meetings with students under 2.5 GPA to discuss SAP.
- Schedule CV meetings with students on a negative academic trend.

Confirm students on FAW, FAP, FAP-AP have met their terms.

- Schedule CV meetings with students who did not meet their terms.

(All meetings concluded by end of Week 2 Day 2)

Day 2:

Classroom Visits with BA Hybrid Students

Confirm BA students have received their books.

Reminders:

- First Discussion Forum due Wednesday at 10pm
- Reading Companion due Wednesday at 10pm

Day 4:

Review *eCourses Activity Report* for *current week's* submission dates

- Column Q (Reading Companion submission)
- Column R (Discussion Forum submission)

Contact all students missing submissions with CC to ground Instructor. Include reminder of Dropbox and Quiz submissions due Sunday.

Day 5:

Strategize actions based on *Retention First Module Trigger* with ESD and AD.

Schedule CV follow-ups for students on report.

## **Week 2**

### Day 1:

Meet with each student on *Retention First Module Trigger* to resolve student support needs.

### Day 2:

Classroom Visits with BA Hybrid Students

Reminders:

- First Discussion Forum due Wednesday at 10pm
- Reading Companion due Wednesday at 10pm

Review *eCourses Activity Report*

- Confirm Columns Q-T have submissions

Contact all students missing submissions with CC to ground Instructor

### Day 2-3

Run *Course Gradebook Report* for all students with a final grade less than 70%.

- Schedule CV meetings with current students new to *List*  
(All meetings concluded by end of Week 3 Day 2)

Grade check students on FAW, FAP, FAP-AP to confirm terms are being met.

### Day 4:

Review *eCourses Activity Report* for *current week's* submission dates

- Column Q (Reading Companion submission)
- Column R (Discussion Forum submission)

Contact all students with CC to ground Instructor regarding missing submissions and reminder of Dropbox and Quiz submissions due Sunday.

### Day 5:

Strategize actions based on *Retention First Module Trigger* with ESD and AD.

Schedule CV follow-ups for students on report.

### **Week 3**

#### Day 1:

Meet with each student on *Retention First Module Trigger* or *Overall Percentage Grade Report* to resolve student support needs.

#### Day 2:

Classroom Visits with BA Hybrid Students

Reminders:

- First Discussion Forum due Wednesday at 10pm
- Reading Companion due Wednesday at 10pm

Review *eCourses Activity Report*

- Confirm Columns Q-T have submissions from last week's dates

Contact all students missing submissions with CC to ground Instructor

#### Day 3:

Grade check students on FAW, FAP, FAP-AP to confirm terms are being met.

#### Day 4:

Review *eCourses Activity Report* for *current week's* submission dates

- Column Q (Reading Companion submission)
- Column R (Discussion Forum submission)

Contact all students with CC to ground Instructor regarding missing submissions and reminder of Dropbox and Quiz submissions due Sunday.

#### Day 5:

Review *Overall Percentage Grade Report* (new students below 70%) with ESD and AD. Schedule CV follow-ups for students on report.

## **Week 4**

### Day 1:

Meet with each new student on *Overall Percentage Grade Report* to resolve new student support needs.

### Day 2:

Classroom Visits with BA Hybrid Students

Reminders:

- First Discussion Forum due Wednesday at 10pm
- Reading Companion due Wednesday at 10pm

Review *eCourses Activity Report*

- Confirm Columns Q-T have submissions from last week's dates

Contact all students missing submissions with CC to ground Instructor

Run *Course Gradebook Report* for all students with a final grade less than 70%.

- Schedule CV meetings with all current students  
(All meetings concluded by end of Week 5 Day 1)

### Day 3:

Grade check students on FAW, FAP, FAP-AP to confirm terms are being met.

Contact students on LOA confirming next module's date of return.

### Day 4:

Review *eCourses Activity Report* for *current week's* submission dates

- Column Q (Reading Companion submission)
- Column R (Discussion Forum submission)

Contact all students with CC to ground Instructor regarding missing submissions and reminder of Dropbox and Quiz submissions due Sunday.

### Day 5:

Review *Overall Percentage Grade Report* (new students below 70%) with ESD and AD.

Schedule CV follow-ups for students on report.

## **Week 5**

### Day 1:

Review *eCourses Activity Report*

- Confirm Columns Q-T have submissions from last week's dates

Contact all students missing submissions with CC to ground Instructor. Include reminder of Week 5 due dates.

Online due dates for Week 5:

- Discussion Forums, Reading Companions, Written Assignments due Wednesday
- Exams and Late Work due Thursday

### Day 2:

Communicate new student TOC and/or Accommodations to appropriate faculty.

