



U N I V E R S I T Y O F  
**SOUTH CAROLINA**<sup>®</sup>  
A I K E N

## **Early Warning Process Spring 2006**

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## Early Warning Process

### Purpose

The Early Warning Network is a comprehensive process wherein students, faculty, and Advisement, Athletics, Housing, and Multicultural Affairs staff collaborate in an effort to enhance student performance in the classroom.

### History

The Early Warning Form has existed since 1986 and has evolved since that time. Originally, the form was distributed and collected in hardcopy only, but over the years, the process has been revised to include an interactive version of the form. The current version of the Early Warning Form is available on the Advisement Services website ([www.usca.edu/advisement](http://www.usca.edu/advisement)) and can be filled out and submitted online. Generally, there are approximately 100 forms submitted each semester, with approximately 28-47% of those coming from Nursing faculty. The average number of faculty who submit a form is 28, and class absences and/or not completing readings/assignments are cited most often as reasons for submitting the forms.

### Process Overview

The process is administered and managed by the Advisement Services Office with collaboration with the Minority Achievement Program (housed in Multicultural Affairs), Athletics, and Housing. The Advisement Services Office sends out three e-mail reminders regarding the start of the Early Warning Process, during the second week of classes, the fourth week of classes, and the week before the last day to withdraw. Professors complete Early Warning Forms<sup>1</sup> and submit them to the Advisement Services Office. Advisement Services receives the form and then contacts the student via letter or telephone. Most students receive a letter<sup>2</sup> which indicates the areas where the student is experiencing trouble. The letter encourages the student to speak to their professor, advisor, or someone in the Advisement Services Office. In the instances where an Early Warning Form is received immediately prior to the last day to withdraw, the Advisement Services Office staff attempts to contact the student via telephone. Both the letter and the call refer to the Academic Success Center as a place to receive further assistance.

The student's professor and advisor receive a copy of the letter. If the student resides in campus housing, the USCA Housing Office also receives a copy of the letter<sup>3</sup> and sends a letter asking to meet with students to discuss developing an academic action plan<sup>4</sup>. Students involved in the aforementioned Minority Achievement Program (MAP) are also encouraged by mentors in the program to seek academic assistance. All MAP students are advised to monitor class assignments and academic progress through the use of a progress report<sup>5</sup>.

Advisement Services attempts to follow up with the professor and/or student regarding actions and improvements. Students are STRONGLY encouraged to follow up with anyone receiving a copy of the letter to discuss their situation.

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<sup>1</sup> Appendix A

<sup>2</sup> Appendix B

<sup>3</sup> Appendix C

<sup>4</sup> Appendix D

<sup>5</sup> Appendix E

### **Process Overview for Athletes**

Student athletes may be identified through the Early Warning Process (following the procedures described above); however, when forms are received for this group of students, the Assistant Director of Athletics reviews those and shares the information with the appropriate coach. Further, an additional progress report<sup>6</sup>, from Athletics is sent to professors around the eighth week of classes. Those forms are returned to the Athletics office, and information collected is placed in a file for the coaches and Faculty Director of Athletics to review. Additionally, academic progress reports are mailed at the end of the semester to all coaches, and letters<sup>7</sup> are sent to student athletes who earn a grade point average below a 2.0. Those letters and reports are generated by the Assistant Director of Athletics.

### **Future Considerations**

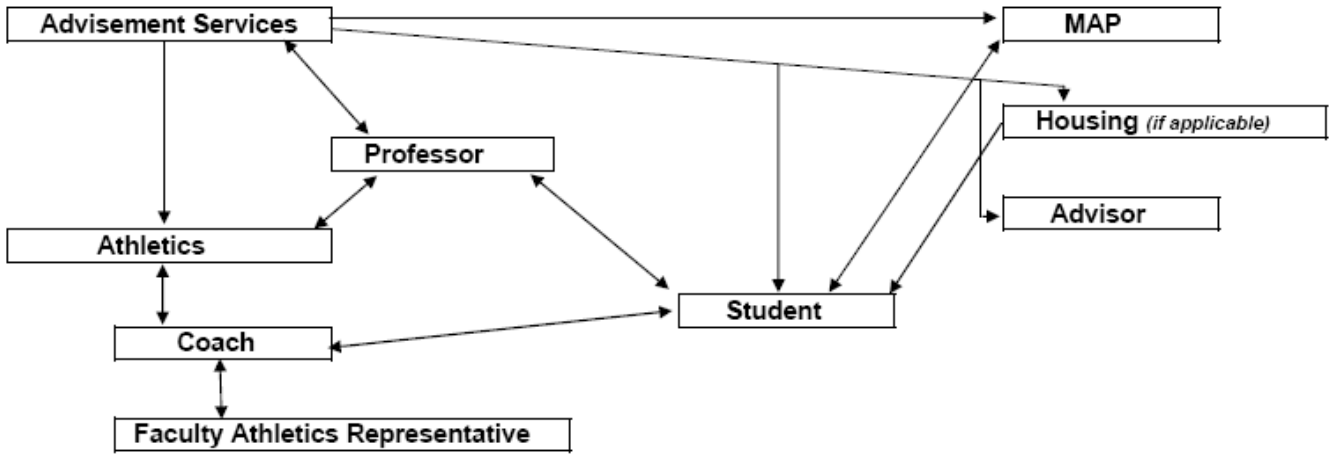
- There is a need to further define the purpose of the Early Warning Network and to create a comprehensive assessment plan including measurable outcomes and indicators.
- There is also a need to close the circle of communication associated with the process, ensuring that everyone (e.g., the faculty member who initiated the form, Advisement Services, and other appropriate faculty and staff) involved is updated regarding the student's progress.
- In an effort to continue to improve Early Warning, it may also be worthwhile to involve other offices and departments in the process (e.g., information collected from the forms might need to be distributed to other areas) to increase the amount of potential contact with students involved in the process.
- Additionally, there is an ongoing need to continue to increase the level of faculty support of and participation in the Early Warning process.
- A final consideration involves collaboration with Scholastic Standing and Petitions Committee to identify where students with stipulations, (e.g., students on probation or reinstated into the university) fit into the Early Warning process.

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<sup>6</sup> Appendix F

<sup>7</sup> Appendix G

Early Warning Process



S.Foote & S. Keeling\_April 2006

Reset Form  
Submit by Email

## EARLY WARNING FORM

Current Date

Please fill out this form and select submit at the bottom of the page. Advisement Services will use the information to contact the student and encourage them to seek out available resources (whether it be tutoring or meeting with you, the instructor). You will receive a copy of any correspondence sent to the student.

Information you provide on this form may be shared with the student, who has legal access to this information. Observations should be objectively stated.

While this form is intended to reach students prior to the withdrawal date each semester, you may submit a form at any time. If you have any questions regarding the Early Warning System, please contact Sarah Keeling at [sarahk@usca.edu](mailto:sarahk@usca.edu) or ext. 3541.

Instructor	<input type="text"/>	Student Name	<input type="text"/>
Course	<input type="text"/>	Student's SSN	<input type="text"/>

**Please check any statements that, in your judgement, describe this student:**

Student is missing class.  
Please select the number of classes missed:

Student is habitually late.  
 Student is continually unprepared.  
 Student lacks essential skills.

Select area where student needs improvement:

Student is not completing reading and/or assignments.  
 Student struggles to keep pace with the class.  
 Student does not take notes in class.  
 Student does not participate in class.  
 Student is not performing well on tests/quizzes.  
 Student exhibits poor attitude and/or disruptive behavior.  
 Other

**For the use of Advisement Services only.**

Student Address: <input type="text"/>	Withdrew? <input type="text"/>
Student Phone: <input type="text"/>	Action Taken: <input type="text"/>
Advisor: <input type="text"/>	CC: Advisement Services

Reset Form      Submit by Email

## Appendix B

February 14, 2006

Jane Doe  
1000 Pacer Commons  
Aiken, SC 29801

Dear Jane:

I recently received an Early Warning Form from Professor Fomes regarding your AEGL 101 class. He indicated that you have missed three classes. He asked that I contact you to let you know of his concerns.

I strongly recommend that you schedule an appointment with Professor Fomes as soon as possible to discuss your current status in this course. If family problems, academic problems, or other extenuating circumstances are interfering with your studies, please take the time to discuss them with Professor Fomes, your advisor, or me. My office is located in room 107 of the Penland Administration Building. Remember that Friday, March 3, 2006 is the last day to drop a course with a grade of "W" being recorded.

The *Academic Success Center* may also be of assistance. It offers free tutoring and one-on-one help in many academic areas. Please visit the website at <http://www.usca.edu/asc> or contact the Director, Stephanie Foote, in H&SS 208B or at (803)-641-3321.

Please do not hesitate to come by my office if I can be of assistance to you. I want to do everything I can to assist you in your efforts to make your experience at USC Aiken a successful one.

Sincerely,

Sarah Keeling  
Academic Advisement Counselor

CC: K. Fomes  
A. Samaha  
J. Volforte

March 14, 2006

Jane Doe  
419 Pacer Commons

Dear Jane,

Greetings from University Housing! I hope that your semester has gotten off to a successful start. Each semester, I receive information regarding the academic status of each student living in University Housing. I have received an Early Warning form in your name from Stephanie Foote for AFYS 101.

In an effort to assist you with having a successful semester, I would like to offer you the opportunity to meet with me to discuss an action plan for the semester. If you choose to meet with me and develop an action plan, I will then forward this information to your academic file, should your grades come up for future review. I will also forward this information to your advisor to be placed in your file.

Your academic success is very important to me. Often, students who are struggling academically are also struggling with issues outside the classroom. I am here to assist you and make you aware of the resources available to you. If you would like to take advantage of this opportunity, please contact University Housing at 641-3790 or email me at [jenniev@usca.edu](mailto:jenniev@usca.edu) to make an appointment to meet with me. I look forward to hearing from you.

Sincerely,

Jennie Volforte  
Interim Director  
University Housing

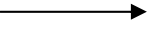
Cc: Advisor  
University Housing File

Academic Action Plan  
University Housing  
University of South Carolina Aiken

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Notes: \_\_\_\_\_

Over 

Action Items:

\_\_\_\_\_ Tutoring \_\_\_\_\_

\_\_\_\_\_ Peer Workshops \_\_\_\_\_

\_\_\_\_\_ Math Lab \_\_\_\_\_

\_\_\_\_\_ Foreign Language Lab \_\_\_\_\_

\_\_\_\_\_ Writing Room \_\_\_\_\_

\_\_\_\_\_ Meet with Professors \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
*Staff Signature*

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

University of South Carolina Aiken  
**Minority Achievement Program**

**Appendix E**  
**Student Progress Report**

YOUR NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_  
CLASS: \_\_\_\_\_ CLASS LOCATION: \_\_\_\_\_  
PROFESSOR'S NAME: \_\_\_\_\_ OFFICE LOCATION: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ OFFICE HOURS: \_\_\_\_\_

Based on the syllabus for this class, which of the following areas are most important in determining your final grade (check all that apply and list the percentage if given):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Exams ___%           | <input type="checkbox"/> Quizzes ___%       | <input type="checkbox"/> Final Exam ___%          |
| <input type="checkbox"/> Papers ___%          | <input type="checkbox"/> Homework ___%      | <input type="checkbox"/> Class Participation ___% |
| <input type="checkbox"/> Lab Work ___%        | <input type="checkbox"/> Presentations ___% | <input type="checkbox"/> Field Activities ___%    |
| <input type="checkbox"/> Other (list) _____ % |   |   |
| <input type="checkbox"/> Other (list) _____ % |   |   |

What is the Professor's attendance policy? \_\_\_\_\_  
\_\_\_\_\_

What is the Professor's test make-up policy? \_\_\_\_\_  
\_\_\_\_\_

Final Exam Date & Time: \_\_\_\_\_

Plan regular times during which you will study for this class. Also, it is a good idea to know the names and phone numbers of one or two people in the class for study partners and/or someone to call when you have a question.

Study Times: \_\_\_\_\_

Classmate: \_\_\_\_\_

Classmate: \_\_\_\_\_



USC AIKEN STUDENT-ATHLETE PROGRESS REPORT

**INSTRUCTOR:** <<PROFESSOR>>

**DATE:** //

**INSTRUCTIONS:** Please rate each student-athlete's academic progress in the appropriate space. Below is an explanation of each area requested and an example. Please return completed form by <<Due Date>> as we are trying very hard to ensure the academic success of our student-athletes. Thank you very much for your cooperation.

1. **ABSENCES:** Number of absences as of this date
2. **TARDIES:** Number of times the student has been late to your class, if you monitor this.
3. **GRADE:** Try to assign the student's progress to this point and assign a grade - A, B, C, D, F.
4. **COMMENTS:** Please make any additional comments about the student's progress in your class.

Please return the completed form to: Timothy Hall, Box 39.

CLASS/SECT.	STUDENT-ATHLETE	ABSENCES	TARDIES	GRADE	COMMENTS
<input type="text" value="COURSE/SECTION"/>	<input type="text" value="LAST, FIRST NAME"/>				

This form will be sent to you twice each semester. However, some student-athletes may wish to check their grades on a more frequent basis. If you have any questions, please call Timothy Hall (ext. 3331) or Randy Warrick (ext. 3406).

December 30, 2005

Jane Doe  
1000 Pacer Commons  
Aiken, SC 29801

Dear Jane:

After the fall 2005 grades were recorded, your cumulative system GPA was at a level that placed you on academic probation for the spring 2006 semester.

Academic probation is a warning that you should make every effort to improve your cumulative system GPA during the spring 2006 semester. While on academic probation you may continue to attend USC Aiken unless your academic standing becomes even worse and you are placed on academic suspension.

It is a USC Aiken policy that any student-athlete, including athletic trainers, cheerleaders, and the dance team, on academic probation is not eligible to practice and compete with their team unless they receive written permission from Dr. Suzanne Ozment, Executive Vice Chancellor for Academic Affairs. A copy of this written permission will need to be on file with the Associate Athletic Director/NCAA Compliance Coordinator before you are allowed to resume practicing and competing. If you are granted this permission, you will have several stipulations established by the Athletic Department that you must meet in order to continue participation. You will need to arrange a meeting between yourself, your coach, and the Associate Athletic Director/NCAA Compliance Coordinator during the first week of classes to discuss these stipulations.

If you have any questions, please let me know. Good luck in the spring semester.

Sincerely,

Timothy Hall  
Associate Athletic Director

cc: coach