

**Purdue University Fort Wayne**  
**Student Success and Transitions**  
**Probation Intervention Program**  
**Communication Plan**  
**Fall 2018**  
**Kim Myers, M.A.**



When	What	To	Responsible	Purpose	Template
Week of 8/27	Online workshop prepared, TA's added, update email and meetings (if requested) scheduled with colleges	N/A	Kim	Access and updates	N/A
Week of 8/27  Workshops available 9/4	Students loaded into online workshop, welcome/info email sent via Bb announcements when workshops are made available and noted in AT	Students	Kim	Info about program, aligned with release of OASW 9/19 2:30-4:00 9/20 1:30-3:00 9/26 10-11:30 9/27 10:30-12:00 10/25 10:30-12:00 10/26 10:30-12:00	Welcome to the Probation Intervention Program!
Week of 8/27	IR Data Request	IR	Kim	Assessment	N/A
Week of 8/27	Information sent via Mastodon Advising News	Academic Advisors Listserv	Kim	Inform all advisors regarding change in programming: mandated and options	N/A
Week of 9/4	Meeting option email to students SO-SR with previous term or cumulative GPA 3.0+  Sent in small batches throughout the week	Students	Kim	Notify students about the one-on-one meeting option	Probation Intervention Program Meeting Option
Week of 9/4	Holds placed	Students	SIS/Kim	Mandate completion	SST Hold, must be released by SST
Week of 9/10	Meeting option email to students SO-SR with previous term or cumulative GPA 2.5-2.99  Sent in small batches throughout the week	Students	Kim	Notify students about the one-on-one meeting option	Probation Intervention Program Meeting Option
Week of 9/17	Meeting option email sent to FR with a previous term or cumulative GPA 2.5+	Students	Kim	Notify students about the one-on-one meeting option	Probation Intervention Program Meeting Option

Week of 9/24	Partial starter email	Students	Kim	Reach out to students who started the workshop, but have not made progress	Keep going! Template #1
Week of 10/1	Non-starter email (noted in AT)	Students	Kim	Reach out early in the week via email to all students who have not started the workshop or attended a F2F workshop or one-on-one meeting	Do not forget to complete your probation program requirement!
Week of 10/15	<b>Suggested completion date 10/19.</b>	N/A	N/A	Encourage students to complete by midterm.	N/A
Week of 10/22	Partial starter email	Students	Kim	Reach out to students who started the online workshop, but have not made progress	Keep going! Template #2
Week of 11/12	<b>Workshops close 11/16.</b>	N/A	N/A		N/A
Weekly on Wednesdays	Updates to college lead: student lists, opt-out list, quantitative data updates, reminders, etc.	College leads	Kim	College leads will disseminate information to faculty and professional role advisors in their college	N/A
Weeks 1-11 Weekly	Program completions noted in Bb on Monday, students notified via email throughout the week and copied to AT	Students	Kim	Notify and congratulate students on their completion	Congratulations!
Week of 11/26	List sent to SIS so STUSCAP Cohort Code can be placed on program completers	SIS	Kim	Note completion in Banner	N/A
Week of 12/3	College lead update meeting	College leads	Kim	Update on spring process and program requirements	N/A
Week of 12/17	IR Data request	IR	Kim	Assessment	N/A
End of AY	Share full assessment report	College leads, deans, administration	Kim	Assessment	N/A

### Email Templates

*Subject: Welcome to the Probation Intervention Program!*

*Sent by: Kim*

*To: Students in the probation program*

*Via: Bb announcement, email, noted in AdvisorTrac*

I would like to welcome you to Academic Probation Intervention Program. Purdue University Fort Wayne is committed to providing students with tools to assist them in meeting their academic goals and you are required to complete the program because you are on academic probation due to either a term or cumulative GPA below a 2.0. A hold has been placed on your academic record. The hold will be removed when you complete the program requirement.

You must choose one of the following options to complete the program:

**1) Complete the Online Academic Success Workshop.**

This workshop is available to you now in Blackboard. The workshop is not for credit and there is no charge for it. You are encouraged to complete the workshop by Friday, October 19<sup>th</sup>. This workshop consists of eight weekly folders that should take approximately half an hour to complete. While you may complete all modules, you are only required to complete the six modules that you are most interested in.

**2) Attend a face-to-face workshop**

**Workshops are an hour-and-a-half** long and students must attend one workshop to fulfill their probation program requirement. To see dates, times, locations and register, visit: [LINK TO REGISTRATION QUALTRICS FORM TBA](#)

**3) Attend a one-on-one meeting in Student Success and Transitions.**

Watch your email for an invitation to a one-on-one meeting with me in the coming weeks.

Kim

**Kim Myers, M.A.**

*Assistant Director of Student Success Curriculum and Assessment*

Student Success and Transitions

Purdue University Fort Wayne

(260) 481-0404

success@pfw.edu

*Subject: Probation Intervention Program Meeting Option*

*Sent by: Kim*

*To: Students in the probation program, rolled out in groups according to communication plan grid*

*Via: Email, noted in AdvisorTrac*

I emailed you previously with information about the mandatory Probation Intervention Program. To complete the requirement, you may complete the Online Academic Success Workshop in Blackboard, attend a face-to-face workshop ([INCLUDE LINK to REGISTRATION](#)), or meet with me one-on-one.

If you would like to meet one-on-one to fulfill your requirement, please contact me via email or call the SST front desk at (260) 481-0404 to schedule a meeting. Students choosing this option should meet with me by October 19<sup>th</sup>.

Best,

Kim

**Kim Myers, M.A.**

*Assistant Director of Student Success Curriculum and Assessment*

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*Subject: Keep going! Template #1*

*Sent by: Kim*

*To: OASW Partial Starters*

*Via: Personalized email, noted in AdvisorTrac (#1)*

(Student's name),

I noticed that you completed weeks/modules \_\_\_\_\_ in the Online Academic Success Workshop and last accessed the workshop on \_\_\_\_\_, so I wanted to check in to see how I can help. You are encouraged to complete the workshop by Friday, October 19<sup>th</sup>. The Probation Intervention Program is mandatory and you can complete the requirement by finishing the online workshop, attending a face-to-face workshop **(INCLUDE LINK to REGISTRATION)** or meeting with me one-on-one.

Kim

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*Subject: Do not forget to complete your probation program requirement!*

*Sent by: Kim*

*To: Students who have not completed the probation program requirement*

*Via: Email, noted in AdvisorTrac*

I noticed that you have not yet completed the mandatory probation program that we reached out to you about a few weeks ago. You are encouraged to complete the requirement by Friday, October 19<sup>th</sup>; however, you must complete the requirement by Friday, November 16<sup>th</sup>.

You are required to complete the program because you are on academic probation due to either a term or cumulative GPA below a 2.0. A hold has been placed on your academic record. The hold will be removed when you complete the program requirement. You must choose one of the following options to complete the program:

**1) Complete the Online Academic Success Workshop.**

You currently have this workshop available to you via Blackboard. The workshop is not for credit and there is no charge for it. You are encouraged to complete the workshop by midterm: Friday, October 19<sup>th</sup>. This workshop consists of eight weekly folders that should take approximately half an hour to complete. While you may complete all modules, you are only required to complete the six modules that you deem most appropriate to your situation.

**2) Attend a face-to-face workshop**

**Workshops are an hour-and-a-half long** and students must attend one workshop to fulfill their probation program requirement. To see dates, times, locations and register, visit: **LINK TO REGISTRATION QUALTRICS FORM TBA**

**3) Attend a one-on-one meeting in Student Success and Transitions.**

Watch your email for an invitation to a one-on-one meeting in the coming weeks.

Students who complete the workshop are more likely to reach their academic goals and improve their GPA. Keep in mind that this is one tool that can help you in reaching your academic goals and show that you are serious about making academic progress.

Best,

Kim

**Kim Myers, M.A.**

*Assistant Director of Student Success Curriculum and Assessment*

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*Subject: Keep going! Template #2*

*Sent by: Kim*

*To: Students in the probation program*

*Via: Email, noted in AdvisorTrac (#2)*

(Student's name),

I noticed that you completed weeks/modules \_\_\_\_\_ in the Online Academic Success Workshop and last accessed the workshop on \_\_\_\_\_, so I wanted to check in to see how I can help. The Probation Intervention Program is mandatory and must be completed by Friday, November 16<sup>th</sup>. You can complete the requirement by finishing the online workshop, attending a face-to-face workshop **(INCLUDE LINK to REGISTRATION)** or meeting with me one-on-one.

Kim

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*Subject: Congratulations!*

*Sent by: Kim*

*To: Students who complete the probation program requirement*

*Via: Email, noted in AdvisorTrac, noted in Bb, included on weekly reports*

(Student's name),

Congratulations on your completion of the Probation Intervention Program! By completing this requirement, you have demonstrated your commitment to continuing to make academic progress. We will notify your college and department of your completion of the workshop this week, but please also keep this email for your records. Should you have questions or need help connecting with campus resources at any time in the future, please contact us at [success@pfw.edu](mailto:success@pfw.edu).

Best,

Kim

**Kim Myers, M.A.**

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