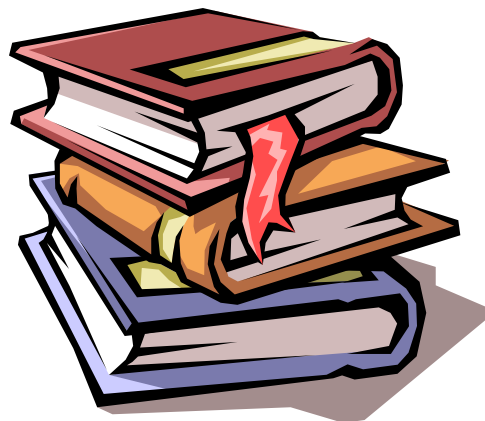




SPARK!

Second Opportunity
for Academic Refocus at
K-State

Student Self-Assessment Packet



SPARK! Self Assessment Packet

Give yourself the SPARK! Help yourself back into good academic standing!

Introduction

This packet is designed for students who have completed their first semester and are applying to the Second oPportunity for Academic Refocus at K-State, or SPARK! program. This packet must be completed and returned no later than _____ to your Academic Dean's Office to be approved to enroll for the next semester.

Student name _____

Student Signature _____

Date received _____

This self-assessment packet is part of the Second oPportunity for Academic Refocus at K-State (SPARK!) program that is comprised of a series of steps required by students who are petitioning for reinstatement after their first semester at K-State.

A university education demands many adjustments and new habits that are critical for you because you are on Academic Dismissal. The SPARK! Packet is a tool designed to help you learn about yourself to enable you to make the necessary changes to return to good academic standing if you are reinstated to the University.

The steps include:

1. Understanding K-State Dismissal policies;
2. Completing worksheets in this booklet to help you learn what changes you need to make to achieve good academic standing;
3. Setting academic and personal goals;
4. Identifying campus resources to help your reach your educational and personal goals;
5. Meeting with your Academic Advisor to develop a feasible academic plan; and
6. Following the procedures in your dean's office for reinstatement.

Introduction, continued

When you have completed this packet, you will need to schedule an appointment with your academic advisor. Bring the completed packet to your appointment, so that you and your advisor can discuss the contents. Then you will take your packet to your academic dean's office to schedule any additional meetings (i.e. Academic Standards Committee) as necessary to be considered for the SPARK! program. Reinstatement is not automatic and depends on your record, your SPARK! packet, and your reinstatement application.

We at K-State hope to offer you a second chance to prove you are capable of succeeding at university work at Kansas State University. Whether you return to good academic standing or again are dismissed from the university will depend on your choices. If you make good choices, you will be able to meet your educational goals, gain knowledge and understanding that will lead to a baccalaureate degree, and realize a more positive future.

If you have questions about this program, contact your academic advisor, your academic dean's office or the Academic Assistance Center (101 Holton Hall).

SPARK! “To-Do” list:

- Step One: Policies
 - I have read and understand the grade point average information, the academic dismissal policy, and the reinstatement policy on pages 4-5 of this packet.
- Step Two: Obstacles and Solutions
 - I have evaluated obstacles, solutions and have completed my SPARK! workbook. I know what I must do to return to good academic standing and have developed a plan for success.
- Step Three: Goal Setting
 - I have thought about my goals and have developed a plan to achieve them.
- Step Four: Support Resources (Resources for academic support are listed on pages 23-24 of this packet.)
 - I have identified two sources of academic support I believe will help me achieve my academic and personal goals.
 - I plan to use the free available tutoring for all my classes, and will sign up at 101 Holton Hall when I have finalized my schedule.
- Step Five: Academic Advising
 - I have completed this packet and have met with my academic advisor to review it.
 - My advisor and I have revised my class schedule to adjust for last semester’s struggles and the next semester’s goals.
- Step Six: Approval
 - I have taken the completed packet to my academic dean’s office and scheduled any additional meetings necessary to be considered for participation in the SPARK! program.

STEP ONE – UNDERSTANDING POLICIES

Grade Point Average

The grade point average (GPA) is the numeric average of letter grades for courses taken within the Kansas State University system. One hour of A is worth 4 points; a B is 3 points; a C is 2 points; a D is 1 point; and an F is 0 points. Course work included and excluded in the calculation of a student's GPA is summarized below:

Included

KSU system letter grade courses

KSU DCE courses

A/P/F courses graded A or F

Repeat courses where grade
was not replaced.

Courses that replace retake courses

Excluded

Transfer course from other institutions

A/P/F courses graded P

CR/NCR graded courses

Courses retaken for grade replacement.

A student's grade point average is calculated for each semester or term (semester GPA), and for the entire accumulation of KSU undergraduate course work (cumulative GPA)

Students Who Earn Less Than a 1.0 GPA in a Given Term

Students who earn less than a 1.0 GPA in any term are considered to have neglected their academic responsibilities. The following policy applies:

1. Any student (freshman or transfer) who earns less than a 1.0 term GPA in his or her first term at K-State will be dismissed.
2. Any continuing student enrolled at K-State not dismissed by university academic standards policies but who earns less than a 1.0 term GPA will have registration for the next term withheld subject to review by the academic dean or the dean's representative(s).

Academic Dismissal

1. Credit hours used to determine the appropriate threshold will include transfer hours accepted, all K-State graded hours, and miscellaneous hours completed.
2. Credit hours used in calculating term and cumulative grade point averages will include only K-State graded hours. Grades for courses accepted in transfer from another institution will not be used in the grade point average calculation.
3. Students with a K-State cumulative GPA of 1.0 or greater will not be dismissed until they have accumulated at least 20 term credit hours as defined in item 1. (Exception: A student who earns less than a 1.0 term GPA in his or her first term at K-State will be dismissed.)
4. Students must be on academic warning the term prior to dismissal. (Exception: A student who earns less than a 1.0 term GPA in his or her first term at K-State will be dismissed.)
5. Students will be academically dismissed if their K-State cumulative GPA is below the following threshold values:
6. Total hours accumulated* K-State GPA

20–29	1.5
30–45	1.75
46–60	1.80
61–75	1.85
76–90	1.90
91–105	1.95
greater than 105	2.00

*Defined in item 1 above

7. Students who earn a K-State term GPA of 2.2 or more on 12 or more graded hours (or the minimum grade point average established by the student's college, if higher) during the term in question will not be dismissed.
8. Students who neglect their academic responsibilities may be dismissed at any time on recommendation of the academic dean.

9. Dismissed students will be readmitted only when approved for reinstatement by the academic standards committee of the college the students are attempting to enter. Normally students must wait at least two terms before being considered for reinstatement and are on academic warning at the time of readmission.

Reinstatement

Normally a student must wait at least two terms before being considered for reinstatement.

A dismissed student will be readmitted only when approved for reinstatement by the academic standards committee of the college the student is attempting to enter; the application for reinstatement must be directed to the academic standards committee. Students who earn a term grade point average of at least 2.0 but less than 2.2 on 12 or more credits during the term they are dismissed can be considered for immediate reinstatement.

Students dismissed following their first semester are precluded from registration anywhere in the Kansas State University system for any semester or summer term, unless enrolled in the SPARK! Program. The SPARK! program allows students dismissed after their first semester at K-State to be considered for immediate reinstatement.

Reinstated students who fail to meet the semester/cumulative GPA requirements in the semester following dismissal will be dismissed and will be subject to all normal regulations.

STEP TWO – DETERMING ACADEMIC OBSTACLES AND SOLUTIONS

You are currently on academic dismissal because your first semester’s GPA dropped below the minimum 1.0 required. If you are ready to commit to improving your academic performance, Kansas State University is dedicated to helping you with a second chance to achieve good academic standing. Complete the remainder of this packet, reflecting on your situation and being open and honest with yourself. Realistic identification of obstacles will lead to realistic solutions and a workable action plan for academic success.

A. Academic Obstacles - Using the list of obstacles below, identify and record up to 4 of your most significant obstacles and how are they are interfering with your academic success.

OBSTACLES	HOW DOES THIS OBSTACLE INTERFERE WITH MY ACADEMIC SUCCESS?
1.	
2.	
3.	
4.	

Obstacles

Time Management

- Too much TV/internet
- Too much social life
- Overextended in my outside activities
- Use cell phone too much
- Other

Family

- Parent interference/pressure
- Spouse/Children problems
- Household obligations
- Pregnancy
- Physical abuse
- Relationship problems
- Divorce or Separation
- New Marriage
- New independent status
- Family health problems
- Other

Financial

- Worried about money
- Financial aid requirements
- Inadequate financial aid
- Spouse not working
- Too many debts
- Time limit on school funds
- Other

Work Related

- Must work to survive
- Work too many hours
- Problems with the boss
- May lose job
- Conflicts with the job
- No part-time work available
- Other

Personal

- Stressed all the time
- Roommate problems
- Relationship problems
- Cultural pressures
- Loss of family member or friend
- Loneliness
- Being single
- Depression
- Socially uncomfortable/shy
- Substance abuse
- Rape or assault
- Health/Medical worries
- Illness
- Housing problems
- Value conflicts
- Dislike college & studying
- Not comfortable in Manhattan - KSU
- Demanding church commitment
- Commuting
- Negative attitude
- Other

Obstacles, cont.

Fear

- Failure
- Not being perfect
- Accomplishments
- Pressures
- Success
- Commitment
- Making decisions
- Making mistakes
- Task too difficult
- Other

Degree Requirements

- Core requirements
- Academic Policies
- GPA requirements
- Parental pressure
- Other pressure
- Classes unavailable
- Selecting a major
- Major not offered
- Unhappy with major
- Other

Academic/Study Skills

- Learning Disability
- Poor study habits
- Poor note-taking skills
- Poor concentration
- Poor time management
- Poor study environment
- Ineffective studying time
- High anxiety
- Inferior preparation
- Inadequate reading skills
- Inadequate writing skills
- Inadequate math skills
- Unhappy with instructor
- Don't do well on tests
- Poor academic advising
- Previous failure
- Unclear education goals
- Other

B. Possible Solutions to Your Obstacles - Using the list of solutions below or others that seem appropriate to you, select up to 4 solutions for each of the obstacles listed above.

Obstacles	Solution#1	Solution#2	Solution #3	Solution #4
1.				
2.				
3.				
4.				

Solutions

Time Management

- Set goals
- Reward yourself
- Say NO!
- Use to-do list
- Managing time workshop*
- * Do not procrastinate
- Turn Cell phone off
- Other

Family

- Discuss goals
- Attend to children first then require solitude
- Develop a routine
- Delegate duties
- Take family member to get medical help
- Get communication help
- Attend parenting classes
- Attend marriage or family counseling*
- Obtain family planning help*
- Other

Financial

- See financial planner
- See tax accountant for deductions
- Contact financial aid about loans/grants*
- Take Subject CLEP tests for credit*
- Consider part-time schooling
- Consider part-time work
- Develop a degree plan*
- Other

Work Related

- Get a different job
- Develop new job skills
- Student gets a job
- Spouse gets a job
- Change position within job
- Reduce hours working
- Quit job
 - o Consult Career and Employment Services
- Other

Personal

- Attend stress mgmt workshop*
- Attend assertiveness training workshop
- Get personal counseling*
- Attend group counseling*
- Visit Health Center or Medical Doctor*
- Join club or organization*
- Read self-help books
- Listen to motivational tapes
- Develop problem solving skills
- Take semester off while working on problems
- Say "NO!"
- Other

Degree Requirements

- Consult with academic/major advisor*
- Visit ACIC*
- Consult with minor advisor
 - Attend Majors Fair
- Change major
- Change college
- Other

Academic/Study Skills

- Use Disability Support Services*
- Use Academic Assistance Center*
- Attend study skills seminars*
- Use study skill self-help brochures/materials
- Get tutoring*

- Visit with instructors
- Change study environment
- Form a study group
- Use Writing Center*
- Take remedial courses at community college
- Change instructors
- Ask questions during advising
- Change academic advisors
- Attend goal-setting workshops*
- Get career counseling*
- Know drop deadlines & procedures*
- Visit with Office of Student Life*
- Take class on learning styles*

C. Balancing My Solutions Choices - List the 4 most viable solutions you are willing to try and how they will help you and what additional problems may result.

Solution	How will this solution help me? (i.e. Which obstacle will it confront)	What additional problems may result? (i.e. Will it be worth the cost?)

D. Plan of Action

Using your solutions, write down what you plan to do to complete the solutions you have identified and by what date (this is a contract with yourself).

1. _____

_____ BY: _____

2. _____

_____ BY: _____

3. _____

4. _____

_____ BY: _____

E Resources: Using the attached list of campus resources and major departments, list resources you can use to assist you in working toward your plan of action.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

STEP THREE – SETTING ACADEMIC & PERSONAL GOALS

One of the most important components of both college and life long success is learning to identify and establish goals. By identifying your short and long-term goals you give yourself something to work toward, which often makes it easier to stay motivated.

Take some time think about and answer the following questions.

1. Do you think you were prepared for college work following graduation from high school? Explain

2. Describe in detail the academic reasons for your academic performance. Did you seek assistance? If so, why was it ineffective? Were certain courses particularly difficult for you?

3. Were there non-academic reasons for your poor performance? (Illness, personal or family problems that affected your grades)

4. What are the reasons you are attending college?

5. What short-term goals have set for yourself?

6. What steps will you need to take to reach these short-term goals?

7. What long-term goals have set for yourself?

8. What steps will you need to take to reach these long-term goals?

9. How can you use your plan of action to meet your goals?

10. Create a list of the courses you will take for at least two semesters. How do they fulfill major or basic requirements?

11. What changes will you make in your personal life to assure academic success?

12. Do you need to work? Why? How will you assure that your work schedule will not interfere with your class studies?

STEP FOUR – IDENTIFYING RESOURCES (First resource)

Reinstated students are required to seek assistance in areas that have been identified using the Academic Obstacles/Solutions Worksheets. Below is a list of campus resources available to you. Please complete the following referral form with the resource office you have selected.

Student Name _____

Student Number _____ Phone _____

E-mail: _____ Date: _____

I will seek assistance with (Please see campus resource page for a brief description of services provided by appropriate offices):

Student goal/objective/issue must demonstrate the action steps that will support student's academic success. (Goal must be completed by student):

Recommendations must be consistent with student goal/objective/issue related to student's academic success. Referral office comments/recommendations (to be completed by referral office):

Referral office: _____ Date: _____

Representative signature _____

STEP FOUR – Identifying Resources (Second resource)

Reinstated students are required to seek assistance in areas that have been identified using the Academic Obstacles/Solutions Worksheet. Below is a list of campus resources available to you. Please complete the following referral form with the resource office you have selected.

Student Name _____

Student Number _____ Phone _____

E-mail: _____ Date: _____

I will seek assistance with (Please see campus resource page for a brief description of services provided by the following offices):

Student goal/objective/issue must demonstrate the action steps that will support student's academic success. (Goal must be completed by student):

Recommendations must be consistent with student goal/objective/issue related to student's academic success. Referral office comments/recommendations (to be completed by referral office):

Referral office: _____ Date: _____

Representative signature _____

Kansas State University Resources

Academic and Career Information Center	14 Holton Hall	532-7494
Assistance in exploring academic majors and choosing career options. Staff members provide one-on-one guidance in discovery and development of career opportunities		
Academic Assistance Center	101 Holton Hall	532-6492
Provides free tutoring in a variety of introductory courses		
Career and Employment Services	100 Holtz Hall	532-6506
Career advising services and career information		
College of Agriculture	114 Waters	532-6451
Academic Advising, College rules and procedures, graduation requirements, etc.		
College of Architecture	115 Seaton	532-5047
Academic Advising, College rules and procedures, graduation requirements, etc.		
College of Arts & Science	117 Eisenhower	532-6900
Academic Advising, College rules and procedures, graduation requirements, etc.		
College of Business	107 B Calvin	532-6180
Academic Advising, College rules and procedures, graduation requirements, etc.		
College of Education	13 Bluemont	532-5524
Academic Advising, College rules and procedures, graduation requirements, etc.		
College of Engineering	1042 Rathbone	532-5592
Academic Advising, College rules and procedures, graduation requirements, etc.		
College of Human Ecology	119 Justin	532-5500
Academic Advising, College rules and procedures, graduation requirements, etc.		

Counseling Services **232 English/Counseling Services Building** **532-6927**

Provides brief intervention in a student's life that may assist in decision making, skill building, or mental health support.

Disability Support Services **202 Holton Hall** **532-6441**

Works with students with disabilities to provide equal opportunity and access.

Educational Support Services **201 Holton Hall** **532-5642**

Works with first generation, low-income and disabled students to gain resources on campus.

Financial Aid Offices **104 Fairchild Hall** **532-6420**

Provides information about financial aid programs, grants, loans, scholarships, student eligibility.

Office of Student Life **102 Holton Hall** **532-6432**

Promotes student learning and development through services and support.

Registrar **Anderson Hall** **532-**

Accepts and evaluates transfer transcripts

Resident Hall Academic Assistance **Derby Center** **532-2646**

Kramer Center **532-3491**

Tutorial Assistance **201 Leasure Hall** **532-5703**

Women's Center **206 Holton Hall** **532-6444**

Works to promote a safe and equitable work and learning environment for women and all people through advocacy, presentations, academic classes, training, and referral

Your major advisor