Partnering for Student Success: AEP Refresher for Faculty and Staff

AGENDA

- Introductions
- Review of AEP Process
- AEP Timelines
- Tips
- Q/A

Introduction

Graduate Studies has a team that processes Academic Enhancement Plans. If you have any questions while completing an AEP, please contact a success coach for assistance before submitting the form.

Mrs. Dominique Pates-Knott (Business; Health Sciences; Liberal Arts) ext# 0342

Mrs. Ashley Terrell (Education; CSET) ext# 6845



Review of the Academic Enhancement Plan (AEP) Process

- An AEP will automatically prompt if a student has any of the following scenarios:
  - Has a final grade of “C”, “D”, or “F”
  - Has a GPA below 3.0
  - Has a SAP (Satisfactory Academic Progress) appeal
  - Has failed the GACE exam
- An AEP can be requested from a department to prevent a student from declining in academic performance or from not meeting departmental requirements.

Review of AEP Process continued…

BEFORE THE SEMESTER BEGINS:

- Student and advisor will meet before the beginning of the next semester to discuss components of the AEP.
- Advisor will complete the AEP form in SoftDocs and submit to the student for approval.
- Advisor will complete the AEP in paper format for second-chance graduate students.

Flow Chart of Approval



Review of AEP Process continued...

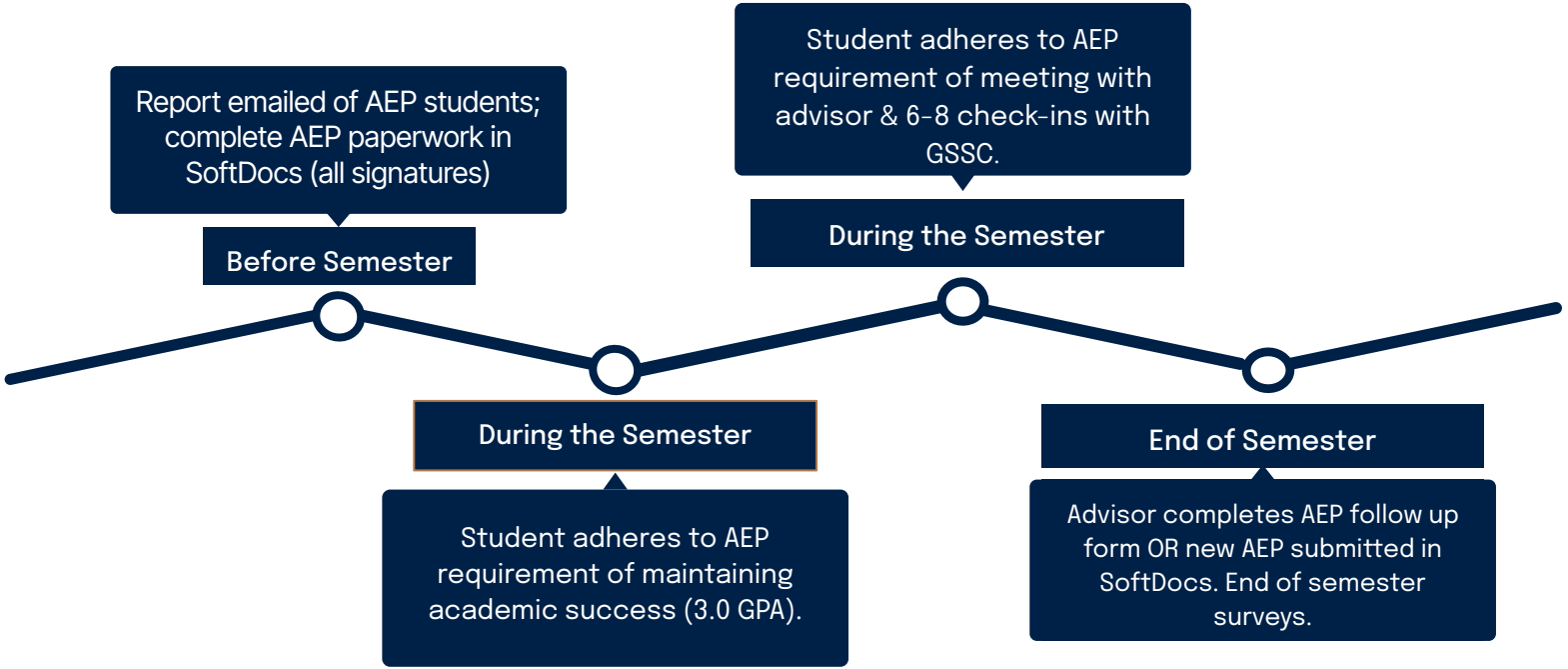
DURING THE SEMESTER:

- Students will meet with a success coach for 6-8 mandatory sessions.
- Advisors will collaborate with success coaches to address students' needs or concerns.

AFTER THE SEMESTER (WHEN FINAL GRADES HAVE BEEN POSTED):

- Advisors will meet with students to discuss their follow-up form.
- If a student has not returned to good academic standing, they will need to complete another AEP instead of a follow-up form.
- Advisors will submit the follow-up form through SoftDocs to graduate studies (Mrs. Pates-Knott, Mrs. Terrell, or Dr. Wilson).

Academic Enhancement Plan Timeline



Tips

- Make a list of AEP students from report
- Check-in with students
- Have an alternate contact in your department to communicate with AEP students