

*RAP Session*

*Review of Academic Performance*

# RAPS

*Review of Academic Progress*

## SCHEDULE

### TUESDAY, OCTOBER 28

<u>DATE</u>	<u>TIME</u>	<u>STUDENT</u>	<u>FACULTY ADVOCATE</u>
TUESDAY, OCTOBER 28	1:00 – 2:00 PM	Jalen Brown	Butler
	1:00 – 2:00 PM	Sabrena Tichenor	Shelton
	1:00 – 2:00 PM	An'Tjuan Darrisaw	V. Davis
	1:00 – 2:00 PM	Nichol Sistrunk	Butler
	1:00 – 2:00 PM	Jamil Campbell	Tollefsen
	1:00 – 2:00 PM	Ethan Coats	Tollefsen
	4:00 – 5:30 PM	Christopher Dillard	Butler
	4:00 – 5:30 PM	Alec Eleby	Butler
	4:00 – 5:30 PM	Ashatae Williams	Butler
	4:00 – 5:30 PM	John Akis	Butler
	4:00 – 5:30 PM	Jarrett Jones	Tollefsen
	4:00 – 5:30 PM	Marissa Chamblee	Shelton
	4:00 – 5:30 PM	William White	Butler
	4:00 – 5:30 PM	Brandon Avery	Shelton
	4:00 – 5:30 PM	Kalif Blackwell	Butler
	4:00 – 5:30 PM	Stephen Spisak	Butler

**Please note that your MANDATORY session will occur between the indicated hour and within 10 Minute increments**

# RAP

*Review of Academic Progress*

## SCHEDULE

### THURSDAY, OCTOBER 30

<u>DATE</u>	<u>TIME</u>	<u>STUDENT</u>	<u>FACULTY ADVOCATE</u>
<b>THURSDAY, OCTOBER 30</b>	1:00 – 2:00 PM	Marcella Mullins	Tollefsen
	1:00 – 2:00 PM	Alexis Thomas	Butler
	1:00 – 2:00 PM	Brandon Abstain	Shelton
	1:00 – 2:00 PM	Malik Ligon-Johnson	Butler
	1:00 – 2:00 PM	Cedric Calhoun	Butler
	1:00 – 2:00 PM	Vanessa Henderson	Butler
	4:00 – 5:30 PM	Alex Hobbs	Shelton
	4:00 – 5:30 PM	Terrence McCarty	Butler
	4:00 – 5:30 PM	Ervin Webster	Shelton
	4:00 – 5:30 PM	Micah Allen	Butler
	4:00 – 5:30 PM	Kyle Pace	Tollefsen
	4:00 – 5:30 PM	Christopher Commodore	Butler
	4:00 – 5:30 PM	Kelsey McCormick	Butler
	4:00 – 5:30 PM	Ervin Webster	Shelton
	4:00 – 5:30 PM	Cameron Townsend	Butler
	4:00 – 5:30 PM	Jonathan Butts	Tollefsen

**Please note that your MANDATORY session will occur between the indicated hour and within 10 Minute increments**

**Midterm**

***Attendance Certification Form***

**Student Name:** \_\_\_\_\_

**Major/Concentration:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Course</b>	<b>The student is</b>	<b>The student is PERFORMING</b>	<b>Faculty Signature</b>
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____
<input style="width: 100%;" type="text"/>	Frequently Absent <input type="checkbox"/> Seldom Absent <input type="checkbox"/>	Satisfactorily <input type="checkbox"/> Unsatisfactorily <input type="checkbox"/>	_____

This form should be:

1. Provided to the student, who will secure the signatures of all instructors, and return it to the Advisor
2. The Advisor should provide a copy to the student's individual academic file and maintain a copy for advising documentation.

## SAMPLE RAPS REPORTING FORM: MIDTERM

**Student Name:** John Smith

**Major/Concentration:** Music Education, Vocal

**Advisor:** Roosevelt Shelton

**Midterm Grades for Courses Currently in Progress (Use WIRED “Active Registrations” Screens:**

**Use WIRED “Active Registrations”)**

<b>Course</b>	<b>Midterm Grade</b>
Found of Teaching and Educ - EDU 202	A
The Ancient World - IGS 200	B
Major Applied VI/Lab	C
Vocal Methods and Literature	A
Conducting I	D
Introduction to Theatre	A
Marching Band	A

**Identified Performance Strengths:** John is performing well in several classes. He is highly aware of his shortcomings and indicated that his attendance is less than exemplary in his Major Applied course, and he is confused with some aspects of the Conducting course.

**Identified Performance Weaknesses:** John’s professors have confirmed that his attendance has suffered, primarily due to his performance in several ensembles and the need to be away. His conducting professor indicates that he is more than capable, if his attendance improved and he punctually completed all assignments.

**Unique Issues/Circumstances:** John is active in the Concert Choir, Marching Band, Gospel Ensemble and the Jazz Band

**Recommended Prescriptive Interventions:** John has obviously overextend his involvement in performance ensembles for which he is not registered. He has been counseled to select only one ensembles until his academic performance improves. He has also been directed to his respective professors, and documented means of performing “make-up” and extra credit assignments that will positively impact his grade.

**Planned Follow-up:** John has been provided and required to complete the Attendance Certification Form **for the remainder of this term.** I will monitor his attendance on a weekly basis.

**Student Signature**

**Date:**

**Advisor Signature**

**Date:**

- **Advisors should distribute one copy to the student, and one copy to the student divisional file**