



National Society of Black Engineers®

***FRESHMAN RETENTION PROGRAM
TIMELINE AND GPA SUBMISSIONS***

Version 1.0.



National Society of Black Engineers Freshman Retention Program

Implementation Process & Program Timeline

First Year Pilot Implementations: The first year of the Freshman Retention Program should include a mentorship program, skill development workshops, and problem solving seminars. These three (3) components will make up the first pilot year. Over the course of the pilot year, Chapters are expected to establish a strategic partnership with their MEP and/or Academic Affairs director (if not already done), develop the necessary skills to measure the success of Chapter programming, and increase upperclassmen student involvement in NSBE programming. The Objectives, Goals, Strategies, and Metrics (OGSM) associated with the Freshman Retention Program can be found in the respective documentation.

Second Year Pilot Implementations: The second year of the Freshman Retention Program should include all components as listed in the program recommendation documentation. With regards to summer bridge/academic boot camp and orientation programming, it is generally understood NSBE Chapters should not be operating their own independent program. Instead, these two programmatic pieces will require the strategic partnership with other Institutional resources in order to ensure success (e.g., if a Chapter's Institution currently provides a program then NSBE will attempt to partner in the operation of said program, otherwise NSBE will work with the Institutions to establish a program via the MEP/Academic Affairs Office).

Definition of a Pilot: When referring to 'Pilot Institutions,' NSBE is referring to a Chapter that has been identified for the sole purpose of ensuring data collection. Because a Chapter is not identified as a Pilot Institution does not limit the Chapter in its participation in the Freshman Retention Program. The National Programs Committee will work with all Chapters that would like to implement the Freshman Retention Program. Eligibility clarification on program involvement is discussed in the program overview section of this document. If your Chapter would like to implement the Freshman Retention Program, please contact your Regional Programs Chairperson to ensure that you have the necessary guidance that guarantees successful programming.

Implementation Assistance: If your Chapter is having difficulty with implementing the Freshman Retention Program, please contact the National Programs Chairperson, programs@nsbe.org, so that your questions can be answered. Direction may be supplied with regards to program preparation; implementation plans; an explanation of program



participants (clarification on what participants will actually do); an explanation of program facilitators (clarification on what workshop and seminar facilitators will actually do); identifying speakers, facilitators, volunteers, etc.; developing promotional strategies; and/or completing the program evaluation documents.

Notification of Program Constraints: If there are any programmatic constraints that relate to the implementation of the Freshman Retention Program, please be in contact with the National Programs Chairperson. It is helpful to list all potential constraints that may impact the program's success and key milestones for the program as it pertains to your Chapter. Types of constraints may include, but are not limited to, time, finances, and membership involvement. Our concern is with constraints that may hinder the quality of the program.

Transcript & Grade Submission Privacy Clause

Because grade collection is an integral part of the measurement of the success metrics behind the Freshman Retention Program, a specialized document has been created to ensure the privacy of all student participants. The established GPA/Transcript Submission Form includes a privacy statement on behalf of the National and World Headquarters Programs Zone that ensures the privacy of students' academic records. This form is different from the standard form currently utilized by the GPA Initiative; however, it may still be used to qualify for the Academic Pyramid of Excellence.

Additionally, because grade collection will be executed over the course of the academic year, an excel template is provided for your convenience. The excel template should be used to track the performance of student participants. The provided data will measure the metrics established, ultimately determining NSBE's effectiveness in conquering the devastating statistics surrounding the retention rates of Black freshman in the sciences and engineering.

All GPA/Transcript Submission Forms can be submitted to the World Headquarters Team via the address provided below. Please insure that the entire form is completed before submitting any student information.

National Society of Black Engineers
Freshman Retention Program – [Insert Chapter Name]
Attn: World Headquarters Programs Dept
205 Daingerfield Road
Alexandria, Virginia 22314

Alternatively, the GPA/Transcript Submission Forms can be submitted by fax via the contact information provided below.

National Society of Black Engineers Transcript Submission
Freshman Retention Program – [Insert Chapter Name]
Fax Number: 703-683-5312



National Society of Black Engineers®

Freshman Retention Program GPA Verification

Student Name: _____

Student ID: _____

**Cumulative and Semester GPA Verification Form****To be completed by the campus registrar or MEP Director.****This form may be returned to the student.*****Term is defined as semester or quarter per your university structure.**

Cumulative GPA	(i.e., 3.2/4.0)	_____ / _____	as of	_____	term.
Semester GPA	(i.e., 3.2/4.0)	_____ / _____	for	_____	term.
Semester GPA	(i.e., 3.2/4.0)	_____ / _____	for	<u>Spring 2009</u>	term.

Signature (Registrar or MEP Director) _____

Date _____

I give the Registrar or MEP Director of _____
 (University Name)

Permission to release my cumulative and semester grade point average information to the
 National Society of Black Engineers.

Student Signature _____

Date _____

Last Name: _____ First Name: _____ MI _____
(PRINT NAME IN FULL)

Telephone No. () - _____ E-Mail Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Degree Sought: _____ Major: _____

Please mail forms to:

National Society of Black Engineers
 Freshman Retention Program – [Insert Chapter Name]
 Attn: World Headquarters Programs Dept
 205 Daingerfield Road
 Alexandria, Virginia 22314

Privacy Statement: The National Society of Black Engineers is committed to ensuring that your privacy is protected. We acquire the GPA of the membership in order to understand your needs, so that we can provide you with better service, and in particular to establish aggregate data that can support the programming offered by the Society. In order to prevent unauthorized access or disclosure of this information, we make use of a suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect.