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Please use this Human Subjects Review Protocol form when submitting to the IUP IRB.

New protocol data entry
- Submitted 4/18/2018 8:45:46 AM ET by [redacted]

Project Information

Saving Instructions

Each time you click 'Next' or 'Previous' your work is saved. You may click 'Save for Later' to save where you are and leave the form. Finally, if you jump to another page, using the dropdown at the top of the form, your work on each page will be saved. You will not be able to 'Check and Submit' form until all required fields are entered.

Submitter

[redacted]

Email: [redacted]@iup.edu

Project Title

Exploring Students' Perceptions of Overcoming Academic Probation

Project Type

Dissertation Research

**ALL STUDENT PROJECTS MUST BE ACCOMPANIED BY A HUMAN SUBJECTS CITI TRAINING COMPLETION REPORT. PROTOCOLS FROM STUDENTS WILL NOT BE APPROVED UNTIL THIS ITEM IS RECEIVED*

Please enter the email address of the Principal Investigator.

[redacted]

Email: [redacted]@iup.edu

You must enter your official university email address (for example:jdoe@iup.edu or wxyz@iup.edu) Do NOT enter an alias email address (for example Jane.Doe@iup.edu)

Department

Professional Studies in Education-Administration and Leadership Studies

Please enter the email address of your faculty advisor.

[redacted]

Email: [redacted]@iup.edu

You must enter your faculty advisor's official university email address (for example:jdoe@iup.edu or wxyz@iup.edu) Do NOT enter an alias email address (for example Jane.Doe@iup.edu). If you receive a message that the contact is not found, please ask your faculty advisor to login to IRBManager at least once and that will resolve the issue.

Please add contact and then enter the email address for each Co-Investigator

No answer provided.

You must enter the co-investigator's official university email address (for example:jdoe@iup.edu or wxyz@iup.edu). Do NOT enter an alias email address (for example Jane.Doe@iup.edu) ***If the Co-investigator is not found and is a member of the IUP community****, please ask them to login into IRBManager at least once and that will allow you to complete this section. Otherwise click here to add non-IUP individuals to the system.*

Will students be added at a later date.

No

Estimated project start date

4/30/2018

The project cannot start before IRB approval

Estimated project end date

4/30/2019

This date cannot be longer than a year from the start date. If you plan your project to go beyond one year you will need to submit a request for continuing review at the appropriate time.

Funding Information

Project Funding Source

Non-funded research

Please check all that apply

Combined Funding Source

Non-funded research

Project Description

Purpose of the study

The purpose of this qualitative study is to explore perceptions of experiences that promoted success of students formerly on academic probation and near graduation at a public, four-year institution in Pennsylvania. Dewey's (1926, 1938) Theory of Experience and Dweck's (2016) theory of growth mindset will be used as the theoretical frameworks for the study.

Guiding this investigation, four research questions will target perceptions of students who have raised their academic performance from probationary status to good academic standing and who are nearing graduation at Indiana University of Pennsylvania. These guiding research questions of this study are:

1. As perceived by students formerly on academic probation, what experiences promoted their rise to academic success?
2. How do students formerly on academic probation perceive personal growth as a result of their experiences leading up to, while on, and after academic probation?
3. As perceived by students formerly on academic probation, what interactions between them and their environments promoted academic success?
4. As perceived by students formerly on academic probation, what effect did mindsets about intelligence have on experiences that promoted their academic success?

In a few sentences, describe the purpose of the study. This section need not be elaborate, but does need to clearly indicate the purpose of the study in a way that is clear to persons not familiar with the project.

Background of the study

This section should provide the reader with the administrative and/or scholarly context from which the project emerges. The section should contain enough information to provide Board members with no expertise in your discipline an understanding of how/why the use of human participants is warranted. This can often (but not always) be accomplished in one single spaced typed page or less. It is important to provide relevant citations and complete references so that the Board can conduct any necessary review of these foundations.

Students who face academic probation are often unique, and their experiences are often complex (Arcand, 2013; Arcand & LeBlanc, 2012; Blaney, 2014; Thomas, 2003). Additionally, several researchers have stated that much of the research in the area of academic probation and underachievement makes use of quantitative methods to understand the phenomenon (Arcand, 2013; Arcand & LeBlanc, 2012; Blaney, 2014; Thomas, 2003). Many studies examine the effectiveness of interventions designed to improve the academic success of students who demonstrated underachievement and are on academic probation (Arcand & LeBlanc, 2011; Ballmer, 2017; Barry, 2015; Bruce, 2008; Dickey, 2014; Flynn, 2015; Johnson, Flynn, & Monroe, 2016; Jones, 2013; Kamphoff, Hutson, Amundsen, & Atwood, 2007; McGrath, 2011; McGrath & Burd, 2012; Mellor, Brooks, Gray, & Jordan, 2015; Milligan, 2007; Preuss & Switalski, 2008; Renzulli, 2015; Seirup & Rose, 2011; Vander Schee, 2007). Fewer studies sought to explore student experiences with academic probation in higher education (Barouch-Gilbert, 2016; Beck, 2017; Blaney, 2014; Gambrell-Boone, 2002; Somo, 2013; Thomas et al., 2007), providing a gap to be filled by future research.

Further, researchers indicate that much of the literature in the field of student retention and the more specific area of academic probation focuses on student deficits (Arcand, 2013; Blaney, 2014; Demetriou, 2014; Somo, 2013). A deficit orientation, by its very nature, is pathological and akin to what Buller (2013) termed "the surgeon model of health care" (p. 6) within his call for a more holistic, developmental approach to leadership in higher education. A shift was identified, as retention literature historically had a tilt toward investigating the pathology of attrition (Demetriou, 2014; Tinto, 2007) as well as a historical tendency of focusing on institutional efforts to improve retention rather listening to students' perceptions of their experiences in college (Tinto, 2015; Tinto, 2017). Likewise, literature on academic probation also has a history of focusing upon remedying student issues (Blaney, 2014; Somo, 2013), while few studies approached the closely related phenomena of academic probation and underachievement from a perspective that focuses on student success (Barouch-Gilbert, 2016; Thomas, 2003).

Ultimately, there is a gap in the research,

sequestering further qualitative study of student experiences with academic probation. Simultaneously, there is also a gap in the research that needs to be filled with developmentally-oriented research that listens directly to students' voices regarding this phenomenon. Therefore, to fill this gap, this study will utilize qualitative methodology to explore perceptions held by students who have risen to academic success regarding their experiences overcoming academic probation.

What method(s) or design feature(s) do you plan to use in this study? Please choose all that apply

Focus Groups
Interviews

This information is used only for internal record keeping and quick identification. Simply mark those methods/design features you currently plan to use.

Subject Population

Age Range

Participants considered for inclusion within this study range from 18-22 years in age.

State the anticipated age range. If it is your intention to exclude minors (those 17 and under), please say so explicitly.

Gender

All

Inclusion Criteria

The population of participants selected for this study includes students who were placed on academic probation at IUP within the first 30 attempted credits of their academic careers (first time, full-time, bachelor's degree seeking students at IUP), and who now have a cumulative GPA at or above 2.50 and junior (60 plus) or senior (90 plus) credit totals at IUP. Additionally, participants will be selected from a population of traditionally-aged (18-22 years) students currently enrolled in the Eberly College of Business and Information Technology and the College of Health and Human Services at the research site. If including only participants from the Eberly College of Business and Information Technology and the College of Health and Human Services does not yield enough participants for the study, the population for inclusion will be expanded to other colleges that represent the entire bachelor's degree seeking student body.

Exclusion Criteria

Current students (at the time of data collection) at the research site who were not first time, full-time, bachelor's degree seeking students at IUP will be excluded from the study. Students who have never experienced academic probationary status will be excluded from participation in this study. Additionally, students who have experienced probationary status, but not in their first 30 attempted credits at IUP will be excluded. Students who are not juniors or seniors will also be excluded from participation. Initially, students who are not enrolled in the Eberly College of Business and Information Technology and the College of Health and Human Services will be excluded from the study. If necessary to draw a large enough sample of participants, the exclusion criteria based on non-enrollment in the Eberly College of Business and Information Technology and the College of Health and Human Services will be removed, and no exclusion criteria based on college of enrollment will be utilized.

Protected population and sensitive subjects: Indicate if any Human Subjects from the following list will be involved in the proposed activity:

No answer provided.

Vulnerable Subjects

No vulnerable subjects will be included in this study.

If it is your intention to use vulnerable subjects, justify the importance of their use. Here and throughout the protocol discuss how their vulnerability will be matched with appropriate safeguards. The IRB web page discusses vulnerable subjects in more detail.]

Methods and Procedures

Methods and Procedures

This is arguably the most important section of the protocol. You should complete this section in such a way that all of the research procedures are clear. Do not assume that any parts of the procedure can be inferred, and compose this section as though you were writing instructions that someone else could follow to conduct the project.

Method of Subject Selection

With the assistance of a contact person in the research site's office of institutional research, a list of contacts suitable to the criteria for the study will be compiled from the current undergraduate student body in the Eberly College of Business and Information Technology and the College of Health and Human Services. Email addresses will need to be included in the document so that the potential participants can be contacted. Another research site employee in the office of Developmental Studies will then send a recruitment email on behalf of the researcher to students in the target population. The researcher will not have access to this list of e-mail addresses. A $20 gift card will be offered to those who agree to participate in the one 45-60 minute focus group interview. In the invitation to participate, the same incentive will be offered to all of those who are willing to engage in at least one follow-up, individual interview (up to 10 individual interview participants). Initially, participants will be targeted from the Eberly College of Business and Information Technology and the College of Health and Human Services. If a sample size large enough for the study cannot be drawn from those two colleges, the population will be expanded to the entire undergraduate student body.

As students who are interested in participating inquire, individual, face-to-face meetings will be set up with the researcher and utilized to obtain informed consent for both focus group and individual interviews. This interview should take about 30 minutes. At this step, care will be taken to ensure potential participants are fully aware that they will be engaging in in-depth conversations with others about the experiences that helped them rise to success from academic probationary status (a potentially sensitive topic). Potential participants will also be informed that audio recordings of interviews and the resultant transcription of such interviews will be stored on a password-protected computer, and that pseudonyms will be utilized to protect their confidentiality. Those wishing to proceed as participants will be asked to select a convenient timeslot during prescheduled timeframes to conduct focus group interviews. Demographic data on gender and race will also be collected at this time.

In order to select participants for follow-up, individual interviews, participants who are eager to share their experiences within focus

Provide complete information about how research subjects will be identified, recruited, invited to participate, etc. Indicate approximately how many research subjects you will contact and how many you will actually use in your research. Your description of recruitment and selection must include any letters, announcements, advertisements, or other related materials. Any materials used in any selection/recruitment context should be included in the "Attachments" section below. Please see the IRB website for more information regarding how to protect the privacy, dignity, and welfare of potential subjects.

group sessions will be recruited via a follow-up phone contact or email. Those interested in participating in an individual interview will be scheduled for an interview session at a convenient time.

Study Site

Both focus group and individual interviews will take place on Indiana University of Pennsylvania's main campus. Both focus groups and individual interviews will be conducted on campus in a location that offers privacy to interview participants such as a classroom or office with a door that can be closed.

Indicate where the study will be conducted. For sites other than IUP (and sometimes for various offices on the IUP campus), investigators must provide a site approval letter from the outside site. The site approval letter needs to come on the site's own letterhead (i.e., not a plain piece of paper or IUP letterhead for outside sites), contain language that indicates the site understands the nature of the research in question and what their involvement will entail, and be signed by a person from the site with the authority to provide such approval. If the site approval letter is included with the protocol, note this fact in this section, indicate it as one of the "Attachments" (later in this document), and append it to the protocol. If the site approval will arrive under separate cover, state that here.

Methods and Procedures Applied to Human Subjects

Describe exactly will happen with the subjects from the time of their first contact until the time of their last contact. What will participants actually do while participating in the project?

The first contact with potential participants for this study will take place through a recruitment email (see Enclosures: Recruitment Email). This email will be sent by a member of the office Developmental Studies at the research site on behalf of the researcher. As individuals interested in participating in interviews (focus group and follow-up, individual interviews) inquire, the primary researcher will schedule meetings where each potential participant will be informed about the purpose and scope of the study. Informed consent will also be obtained in writing (see Enclosures: Informed Consent) for individuals wishing to participate in interviews following a discussion of both the risks and benefits of participation. Next, participants will schedule their participation in one of four focus group sessions with between four and six other participants. Considering the potentially sensitive nature of this topic, in the event that volunteers cannot be solicited for focus group participation, the researcher will move on to conducting individual interviews with students recruited from the same population.

During four focus group interview sessions, ground rules will be set and then the primary researcher will guide a group of five to seven participants through the Focus Group Research Instrument protocol (see Enclosures: Focus Group Research Instrument). Ground rules will include that all participants will agree to keep participant identities and all information discussed in the focus group session confidential. The primary researcher will note that he cannot guarantee all participants will keep the identities of participants and all information discussed in the focus groups in confidence.

During this 45-60 minute session, participants will be asked to share their experiences with overcoming academic probation and successfully matriculating to a point where they are near graduation. At the conclusion of each session, all participants will be thanked and informed that the primary researcher may contact them to gauge interest in participation in individual interviews.

Based upon results from the focus group sessions, the primary researcher will recruit 10 participants with rich stories to tell for individual interviews. Recruitment will take place through a telephone call or email (see Enclosures: Individual Interview Recruitment

Email). Those willing to complete one or more individual interviews will be scheduled for an initial session with the primary researcher.

During individual interviews, participants will be guided through the Individual Interview Instrument protocol (see Enclosures: Individual Interview Instrument) by the primary researcher, with a special emphasis on follow-up questions to support a deep exploration of individual student experiences with overcoming academic probation. These interviews are planned to last approximately 30 minutes. Following an initial round of individual interviews, the researcher will determine if data collection should be extended to subsequent rounds of individual interviews (each of which will be guided by the Individual Interview Instrument protocol). At the end of each individual interview session, students will be thanked for their participation, reminded about the potential for additional, voluntary rounds of individual interviews, and informed that they will be notified when the final analysis has been completed. At that point, participants will be given the opportunity to review findings and provided feedback for clarification.

Prior to the study being conducted, as described above, a pilot study will be conducted at the researcher's home institution with one focus group and two individual interviews. The e-mail invitation to participate and consent form information will be used for the pilot study, as well (see Enclosures: Pilot Recruitment Email, Pilot Individual Interview Recruitment Email, and Pilot Informed Consent).

Risks/Benefits

Potential Risks

Participation in this study will not result in risks beyond "minimal risk", as defined by 45CRF46.1029(i). Prior to signing informed consent, potential participants will be made aware that participation in the study implies self-identification of their prior academic probationary status among a group of peers during focus group interviews and with the primary researcher in individual interviews. There is therefore is a risk that other focus group participants could divulge identities of those participating and information discussed in the session to others afterward. All focus group participants will need to agree to keep this information in confidence, but the researcher cannot guarantee that such confidence will be maintained.

Describe the level of risk of the study to the participants, investigators, and any other group that might be impacted. You should compare the level of risk in your study and the federal definition of "minimal risk". "Minimal risk" is defined in 45 CFR46.1029(i) as "the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests." Visit the IRB website for more detail on this topic.

Protection Against Risks

Discuss in detail how the investigators will provide safeguards against the identified risks.

Participants will be protected against risks through multiple measures. First, during the participant recruitment phase, potential participants will be verbally informed regarding the nature of planned focus group and individual interview discussions on perceptions of personal experiences with overcoming academic probation – a potentially sensitive topic. Participants can elect to formally withdraw from the study at any time. Any information collected from those who formally withdraw will be destroyed.

As another measure to protect participants, an informed consent protocol will be thoroughly explained to make participants aware of the nature and scope of the study. This will take place at an initial meeting with the primary researcher prior to focus group and individual interview sessions.

During the focus groups ground rules will be set, which will include obtaining verbal agreement among all participants that the identities of all other participants and all information discussed in the interview session is to be kept confidential. It will be noted at this time that, although all participants must to agree to these ground rules, the researcher cannot guarantee that confidence will be maintained by all participants.

In order to protect participant's confidentiality, digital audio recordings of focus group and individual interviews, and verbatim transcriptions of audio recordings will be stored on a password-protected computer. Additionally, during the transcription process, pseudonyms will be assigned to all participants and used throughout the remainder of the project and in the final publication.

Potential Benefits

Discuss any potential benefits to the human subjects in the research.

This study has the potential to expand research in the field of college student retention on the topic of academic probation. Participants may benefit by sharing their stories and hearing how others achieved academic success. Participants may benefit by knowing that their stories may help others experience success.

Compensation for Participation

Participants who complete one 45-60 minute focus group session will receive a $20 gift card. Participants who complete a first round, 30-minute individual interview will receive an additional $20 gift card.	*Discuss any and all forms of compensation for participation. This includes payment, extra credit, chances at winning a gift card, etc. Discuss also how the research subject will receive this compensation.*

Alternatives Participation

Participation in this study is voluntary. Participants may elect to stop participating at any time by telling the researcher either in person, telephone, or e-mail. If information is gleaned from the participant prior to his/her formerly withdrawing, that information will be destroyed.

Information Withheld

No information will be withheld from potential participants or participants.	*If information will be intentionally withheld from research subjects, discuss this here along with the rationale for doing so.*

Debriefing

No formal opportunity to debriefing following interviews will be offered.	*If any debriefing will be provided to the research subjects, please discuss it here.*

Privacy/Consent/Nature of Risk

Privacy/Confidentiality

Primarily, participant privacy and confidentiality will be safeguarded by storing digital audio files and verbatim audio transcriptions on a password-protected computer. Further, each participant will be given a pseudonym during the transcription process that will be used to protect their confidentiality throughout the remainder of the project. Only the primary and co-researchers will be privy to participant names. Again, participants may elect to stop participating at any time by telling the researcher either in person, telephone, or e-mail. If information is gleaned from the participant prior to his/her formerly withdrawing, that information will be destroyed. Data collected through this study and completed informed consent documents will be maintained and stored for three years. Digital data will be stored on the primary researcher's password protected computer. Hard copy consent forms will be stored in the primary researcher's office in a locked file cabinet.	*Define the level of privacy that will be afforded the research subjects (i.e., anonymity, confidentiality, or no expectation of privacy). Indicate how the level of privacy that is defined by the researcher is consistent with the study procedures and how their privacy will be protected within that framework. Federal regulations require researchers to maintain data and consent documents for three years. Please indicate you will do that and where the data will be stored.*

The Consent Process

Consent to participate in the study will be obtained individually at a face to face meeting between each potential participant and the primary researcher prior to any interview sessions (prior to both focus group interview and individual interviews). The consent form will signify consent to participate in a focus group and in one or more individual interviews (though some will only participant in focus group interviews). The consent form will give a written explanation regarding the participant's role, the potential risks of participation, and potential benefits of participation. During this initial meeting, the primary researcher will also explain consent for participation is voluntary and can be withdrawn at any time by telling the researcher. It will also be explained that consent to participate means self-identification of prior academic probationary status. Finally, it will be explained that an incentive to participate will be awarded as a $20 gift card for the completion each interview (up to $40 total).

Every process has some sort of Consent process, whether or not there is a written consent document. This section should describe the Consent Process in detail including, how Consent will be presented to the subjects, how subjects will indicate their Consent. Any relevant documents should be attached in the "Attachments" section of this form. Hard copy consent forms must be printed or copied onto IUP letterhead. If the consent document is provided electronically (e.g., Qualtrics survey), it must be sent from a valid IUP email address. NOTE: The IRB website discusses Informed Consent in detail.

Nature of Risk

No

In your judgment, does your research involve more than minimal risk? Refer back to the definition of minimal risk provided above.

Exemption Qualification

Exemption Instructions

In your judgment, does your research fall under one of the six exempt categories? If you believe it does, indicate the category under which you are claiming an exemption by choosing yes next to the relevant category.

Will the research be conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods?

No

Will the research be involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

Yes

Will the research be involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

No

Will the research be involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

No

Are these research and/or demonstration projects being conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs?

No

Will your research involve taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture?

No

Expedited Review Qualification

Expedited Instructions

In your judgment, does your project fall under one of the nine (9) categories eligible for expedited review (listed below)? If you believe it does, indicate the category of which your claiming expedited review by choosing yes next to the relevant category.

Clinical studies of drugs and medical devices only when condition (a) or (b) is met. a. Research on drugs for which an investigational new drug application (21 CFR Part 312) is not required. (Note: Research on marketed drugs that significantly increases the risks or decreases the acceptability of the risks associated with the use of the product is not eligible for expedited review.) b. Research on medical devices for which (i) an investigational device exemption application (21 CFR Part 812) is not required; or (ii) the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

No

Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows: a. from healthy, nonpregnant adults who weigh at least 110 pounds. For these subjects, the amounts drawn may not exceed 550 ml in an 8 week period and collection may not occur more frequently than 2 times per week; or b.from other adults and children2, considering the age, weight, and health of the subjects, the collection procedure, the amount of blood to be collected, and the frequency with which it will be collected. For these subjects, the amount drawn may not exceed the lesser of 50 ml or 3 ml per kg in an 8 week period and collection may not occur more frequently than 2 times per week.

No

Prospective collection of biological specimens for research purposes by noninvasive means. Examples: (a) hair and nail clippings in a nondisfiguring manner; (b) deciduous teeth at time of exfoliation or if routine patient care indicates a need for extraction; (c) permanent teeth if routine patient care indicates a need for extraction; (d) excreta and external secretions (including sweat); (e) uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue; (f) placenta removed at delivery; (g) amniotic fluid obtained at the time of rupture of the membrane prior to or during labor; (h) supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques; (i) mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings; (j) sputum collected after saline mist nebulization

No

Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing. (Studies intended to evaluate the safety and effectiveness of the medical device are not generally eligible for expedited review, including studies of cleared medical devices for new indications.) Examples: (a) physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subjects privacy; (b) weighing or testing sensory acuity; (c) magnetic resonance imaging; (d) electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography; (e) moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

No

Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes (such as medical treatment or diagnosis).

No

Collection of data from voice, video, digital, or image recordings made for research purposes.

No

Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies.

Yes

Continuing review of research previously approved by the convened IRB as follows: a. where (i) the research is permanently closed to the enrollment of new subjects; (ii) all subjects have completed all research-related interventions; and (iii) the research remains active only for long-term follow-up of subjects; or b. where no subjects have been enrolled and no additional risks have been identified; or c. where the remaining research activities are limited to data analysis.

No

Continuing review of research, not conducted under an investigational new drug application or investigational device exemption where categories two (2) through eight (8) do not apply but the IRB has determined and documented at a convened meeting that the research involves no greater than minimal risk and no additional risks have been identified.

No

Attachments

Please attach all Informed Consent Documents if applicable

Informed Consent Enclosure.docx	Consent Form	*A sample consent form can be found by clicking this link Sample Consent Form*
Pilot Informed Consent Enclosure.docx	Consent Form	

Please attach any site approval letters

No answer provided.

*The site approval letter **must** be on the official letterhead of the site and endorsed by the person responsible for the site.*

Please attach CITI Training Completion Certificates.

Citi Training Certificate.pdf	CITI training certificate	*All students submitting a protocol are required to attach their CITI Training Completion Certificate. Student protocols will not be approved without the certificate attached.*

Please click 'Add Attachment' and add all relevant attachments (Questionnaire, Survey, Syllabi, Interview Guide, Focus Group Questions, Debriefing forms, Recruitment Materials)

Individual Interview Instrument Enclosure.docx	Interview Questions
Individual Interview Recruitment Email Enclosure.docx	Recruitment flyer
Pilot Individual Interview Recruitment Email Enclosure.docx	Recruitment flyer
Pilot Recruitment Email Enclosure.docx	Recruitment flyer
Recruitment Email Enclosure.docx	Recruitment flyer
Focus Group Research Instrument Enclosure.docx	Focus Group Questions

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724-357-2400
Internet: *http://www.iup.edu*

INFORMED CONSENT
Exploring Students' Perceptions of Overcoming Academic Probation

My name is [redacted] and I am a doctoral candidate in the Administration and Leadership Studies program at IUP. I am conducting a research project with the goal of better understanding students' perceptions of their experiences rising from academic probationary status to academic success and the likely potential of graduating. You are invited to participate in the study because you meet the following criteria: (1) You have been on academic probation at IUP prior to attempting more than 30 credits, (2) you have successfully earned a cumulative GPA that is at or above a 2.50 on a 4.00 scale, and (3) you currently have junior (60 plus) or senior (90 plus) level credit totals as a student at IUP.

Purpose and Benefits of this Study:
The purpose of the study is to explore students' perceptions of their experiences overcoming academic probation and achieving academic success. The potential benefits of this study include the development of a deeper understanding of the phenomenon of academic probation as considered through the personal experiences of individual students. Participants may benefit by sharing their stories and hearing how others achieved academic success. Participants may also benefit by knowing that their stories may help others experience success.

Your Involvement in this Study
If you choose to participate, you will first sign this consent form. Agreement to participate includes participation in one 45-60 minute focus group interview with 4 to 6 other students who have experienced overcoming academic probation. Following the focus group sessions, you may also be given the opportunity to participate in one or more individual interviews lasting approximately 30 minutes each. Participants who complete one focus group session will be given a $20 Amazon gift card at the conclusion of their focus group interview. Participants who are recruited for and complete a first-round individual interview will be given an additional $20 Amazon gift card at the conclusion of that interview.

Potential Risks
No risk beyond the minimal risks of daily living will be involved, but it is important you are aware that participation in this study means that you will be self-identifying your prior academic probationary status among focus group peers. While the focus of this study is on your success, this topic and related personal experiences may be difficult for some individuals to revisit. Additionally, audio recordings of the focus group and individual interviews will be transcribed, analyzed, and used by the researcher to tell the stories of participants in a final report. Pseudonyms will be used to protect the confidentiality of all participants and their stories.

During the focus groups ground rules will be set, which will include obtaining verbal agreement among all participants that the identities of all other participants and all information discussed in the interview session is to be kept confidential. Although all participants must to agree to these ground rules, the researcher cannot guarantee that confidence will be maintained by all participants.

Your participation in this study is voluntary.
Your participation in any and all parts of this study is voluntary. It is your choice to participate or not. You may withdrawal your voluntary participation at any time by notifying the researcher verbally, in writing, or by physically leaving the interview setting(s). If you request to withdraw from this study, all data collected from you will be destroyed.

Data collected in the form of audio recordings and their transcriptions will be kept on a password-protected computer, accessible only to the researcher. Findings from this study may be organized and presented at professional

conferences. It may also be published in scholarly journals or other scholarly publications. The collected data will only be used for academic purposes.

Thank you for your time and consideration with this project. If you have any questions and concerns please contact [redacted], researcher, at [redacted] or [redacted]@iup.edu.

Sincerely,

Primary Researcher:
[redacted]
Doctoral Candidate, IUP
Professional Studies in Education (ALS)
[redacted] Stouffer Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

Faculty Advisor:
[redacted]
Professional Studies in Education
[redacted] Davis Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

This project has been approved by the Indiana University of Pennsylvania's Institutional Review Boad for the protection of human subjects (Phone: 724-357-7730).

Informed Consent Form (continued)

VOLUNTARY CONSENT FORM:

I have read and understand the information on the form and I consent to volunteer to be a subject in this study. I understand that my responses are completely confidential and that I have the right to withdraw at any time. I have received an unsigned copy of this informed Consent Form to keep in my possession.

Name (PLEASE PRINT) _____

Signature_____

Date_____

Indiana University of Pennsylvania

Department of Professional Studies
in Education
Davis Hall, Room 303
570 S. Eleventh Street
Indiana, Pennsylvania 15705-1087

724-357-2400
Internet: *http://www.iup.edu*

PILOT INFORMED CONSENT
Exploring Students' Perceptions of Overcoming Academic Probation

My name is [redacted] and I am a doctoral candidate in the Administration and Leadership Studies program at IUP. I am conducting a research project with the goal of better understanding students' perceptions of their experiences rising from academic probationary status to the academic success and the likely potential of graduating. You are invited to participate in the pilot study because you meet the following criteria: (1) You have been on academic probation at Mansfield University prior to attempting more than 30 credits, (2) you have successfully earned a cumulative GPA that is at or above a 2.50 on a 4.00 scale, and (3) you currently have junior (60 plus) or senior (90 plus) level credit totals as a student at Mansfield University.

Purpose and Benefits of this Study:
The purpose of the study is to explore students' perceptions of their experiences overcoming academic probation and achieving academic success. The pilot study will allow me to refine my interview questions and processes. The potential benefits of this study include the development of a deeper understanding of the phenomenon of academic probation as considered through the personal experiences of individual students. Participants may benefit by sharing their stories and hearing how others achieved academic success. Participants may also benefit by knowing that their stories may help others experience success.

Your Involvement in this Study
If you choose to participate, you will first sign this consent form. Agreement to participate includes participation in one 45-60 minute focus group pilot interview with 4 to 6 other students who have experienced overcoming academic probation. Following the focus group sessions, you may also be given the opportunity to participate in one or more pilot individual interview lasting approximately 30 minutes each.

Potential Risks
No risk beyond the minimal risks of daily living will be involved, but it is important you are aware that participation in this pilot study means that you will be self-identifying your prior academic probationary status among focus group peers. While the focus of this study is on your success, this topic and related personal experiences may be difficult for some individuals to revisit. Additionally, audio recordings of the piloted focus group and individual interviews will be transcribed, analyzed, and used by the researcher to tell the stories of participants in a final report. Pseudonyms will be used to protect the confidentiality of all participants and their stories. All identifying information accessed through this study will be protected on a password protected computer. Additionally, the use of pseudonyms in the final written analysis will also protect your privacy.

During the pilot focus groups ground rules will be set, which will include obtaining verbal agreement among all participants that the identities of all other participants and all information discussed in the interview session is to be kept confidential. Although all participants must to agree to these ground rules, the researcher cannot guarantee that confidence will be maintained by all participants.

Your participation in this study is voluntary.
Your participation in any and all parts of this pilot study is voluntary. It is your choice to participate or not. You may withdrawal your voluntary participation at any time by notifying the researcher verbally, in writing, or by physically leaving the interview setting(s). If you request to withdraw from this study, all data collected from you will be destroyed.

Data collected in the form of audio recordings and transcriptions will be kept on a password-protected computer, accessible only to the researcher. Findings from this study may be organized and presented at professional

conferences. It may also be published in scholarly journals or other scholarly publications. The collected data will only be used for academic purposes.

Thank you for your time and consideration with this project. If you have any questions and concerns please contact [redacted], researcher, at [redacted] or [redacted]@iup.edu.

Sincerely,

Primary Researcher:
[redacted]
Doctoral Candidate, IUP
Professional Studies in Education (ALS)
[redacted] Stouffer Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

Faculty Advisor:
[redacted]
Professional Studies in Education
[redacted] Davis Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

This project has been approved by the Indiana University of Pennsylvania's Institutional Review Boad for the protection of human subjects (Phone: 724-357-7730).

Informed Consent Form (continued)

VOLUNTARY CONSENT FORM:

I have read and understand the information on the form and I consent to volunteer to be a subject in this pilot study. I understand that my responses are completely confidential and that I have the right to withdraw at any time. I have received an unsigned copy of this informed Consent Form to keep in my possession.

Name (PLEASE PRINT) _____

Signature_____

Date_____

CITI PROGRAM

Completion Date 18-Jan-2016
Expiration Date N/A
Record ID 18389301

This is to certify that:

[redacted]

Has completed the following CITI Program course:

Human Subjects Research (Curriculum Group)
Social, Behavioral, Educational Researchers (Course Learner Group)
1 - Basic Course (Stage)

Under requirements set by:

Indiana University of Pennsylvania

CITI
Collaborative Institutional Training Initiative

Verify at www.citiprogram.org/verify/?w9656f188-d01a-4e59-9303-03f66f8c6893-18389301

Individual Interview Instrument		
Question Number/ Type	**Individual Interview Question/Statement**	**Research Question Alignment**
Transition Question	You participated in the focus group interview process. What is your perception of that experience?	N/A
1	I'm interested in your story. Tell me the story of your journey from academic probation to academic success.	RQ1
1A	Describe what the experience was like being placed on academic probation.	RQ1, RQ3
1B	Describe your thinking about your intellectual ability to succeed in college before and after being placed on probation.	RQ3, RQ4
1C	How did you respond to being placed on academic probation?	RQ4
1D	Describe any support that helped you overcome academic probation, such as people, campus resources, etc.	RQ3
2	Tell me about what elements were most responsible for your rise to academic success.	RQ2, RQ4
2A	Describe why you say that _____ was responsible/meaningful for helping you become more successful.	RQ1; RQ2
3	Tell me about any relationships you had that influenced your academic success.	RQ3
3A	Describe what it was about that relationship that you needed in order to be successful.	RQ3
4	Compare your academic experiences before/during and after academic probation.	RQ2, RQ4
4A	Tell me about anything within your experiences that needed to happen for you to reach the academic success you have now.	RQ2
4B	Describe how past academic experiences impact how you think about academic success now.	RQ2; RQ3
5	Tell me about how you think you have grown as a result of your experiences.	RQ2

Individual Interview Recruitment Email

Dear (student name),

First - thank you, sincerely, for participating in the focus group phase of my research study. The experiences you have shared are invaluable to my success with this project.

Additionally, because of the story you shared during the prior sessions, I would like to invite you to an individual interview so that I can devote individual attention to learning more details about your experiences. Please consider participating in this session, which should last approximately 30 minutes. Don't forget that I am offering another $20 gift card if you complete the session.

Participation in this study is voluntary. Rest assured that confidentiality would be maintained using pseudonyms for all references to your responses following interviews. If you would like to participate, or have any questions or concerns, please contact me at [redacted] or at [redacted]@iup.edu.

Thank you, once again, for your time and consideration.

Sincerely,

[redacted]
Doctoral Candidate
Email: [redacted]@iup.edu
Phone: [redacted]
Department of Professional Studies in Education
Indiana University of Pennsylvania Indiana, PA, 15701

Faculty Sponsor: [redacted]
Department of Professional Studies in Education
[redacted]_@iup.edu
Room [redacted] Davis Hall, IUP

THIS PROJECT HAS BEEN APPROVED BY THE INDIANA UNIVERSITY OF PENNSYLVANIA INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS (PHONE 724.357.7730).

Dear (student name),

First - thank you, sincerely, for participating in the focus group phase of my pilot study. The experiences you have shared are invaluable to my success with this project.

Additionally, because of the story you shared during the pilot sessions, I would like to invite you to an individual interview so that I can devote individual attention to learning more details about your experiences. Please consider participating in this session, which should last approximately 30 minutes.

Participation in this pilot study is voluntary. Rest assured that confidentiality would be maintained using pseudonyms for all references to your responses following interviews. If you would like to participate, or have any questions or concerns, please contact me at [redacted] or at [redacted]@iup.edu.

Thank you, once again, for your time and consideration.

Sincerely,

[redacted].
Doctoral Candidate
Email: [redacted]@iup.edu
Phone: [redacted]
Department of Professional Studies in Education
Indiana University of Pennsylvania Indiana, PA, 15701

Faculty Sponsor: [redacted]
Professor and Chairperson
Department of Professional Studies in Education
[redacted]@iup.edu
Room [redacted] Davis Hall, IUP

Pilot Recruitment Email – Sent from Pilot Study Site E-Mail account

Indiana University of Pennsylvania

Department of Professional Studies
in Education
Davis Hall, Room 303
570 S. Eleventh Street
Indiana, Pennsylvania 15705-1087

724-357-2400
Internet: *http://www.iup.edu*

Dear Mansfield University Student:

How proud are you than you've made it this far? College can be incredibly difficult, yet you've overcome this challenge and are nearing graduation. Congratulations on your success! My name is [redacted] and I am a doctoral candidate in IUP's Administration and Leadership Studies program. I am in the process of writing my dissertation, and sincerely hope you will help me with piloting the data collection process. Your participation may help others experience success, and it will give you an opportunity to talk with others who may have had similar experiences.

The purpose of this study is to explore students' perceptions of their own personal experiences with overcoming the difficulty associated with academic probationary status. Because you have successfully risen to academic success and are nearing college graduation, you are an ideal participant for my pilot study! This study has the potential to expand research in the field of college student retention on the topic of academic probation.

Participation or non-participation will not affect your grade in any course. First, voluntary participation in this study would involve taking part in a pilot focus group interview with four to six other students who have overcome academic probation and risen to success. This meeting would last 45 to 60 minutes and the focus would be to talk about your experiences along your academic journey. Following the focus group session, I will be recruiting some focus group participants to pilot individual interviews. These sessions will include one or more individual interview sessions with me lasting approximately 30 minutes.

Participation in this pilot study is voluntary, and you are free to withdraw at any time without adversely affecting your relationship with Mansfield University or me by simply telling me. You just need to let me know you want to withdraw and any information which I may have gathered will be destroyed. Rest assured that confidentiality will be maintained through the use of pseudonyms for any and all references to your responses following interviews. Your response to any of the questions will only be considered in combination with other participants, and the information obtained in this study may be published in academic journals and presented at academic conference meetings but your identity will be kept strictly confidential.

If you would like to participate, or have any questions or concerns, please contact me at ([redacted] or at [redacted]@iup.edu. Thank you for your time and consideration.

Sincerely,

Primary Researcher:
[redacted]
Doctoral Candidate, IUP
Professional Studies in Education (ALS)
[redacted] Stouffer Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

Faculty Advisor:
[redacted]
Professional Studies in Education
[redacted] Davis Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

This project has been approved by the Indiana University of Pennsylvania's Institutional Review Boad for the protection of human subjects (Phone: 724-357-7730).

Recruitment Email – Sent from IUP E-Mail account

Indiana University of Pennsylvania

Department of Professional Studies
in Education
Davis Hall, Room 303
570 S. Eleventh Street
Indiana, Pennsylvania 15705-1087

724-357-2400
Internet: *http://www.iup.edu*

Dear IUP Student:

How proud are you than you've made it this far? College can be incredibly difficult, yet you've overcome this challenge and are nearing graduation. Congratulations on your success! My name is [redacted] and I am a doctoral candidate in IUP's Administration and Leadership Studies program. I am in the process of writing my dissertation, and sincerely hope you will help me with the data collection process. Your participation may help others experience success at IUP, and it will give you an opportunity to talk with others who may have had similar experiences.

The purpose of this study is to explore students' perceptions of their own personal experiences with overcoming the difficulty associated with academic probationary status. Because you have successfully risen to academic success and are nearing college graduation, you are an ideal participant for my study! This study has the potential to expand research in the field of college student retention on the topic of academic probation.

Participation or non-participation will not affect your grade in any course. First, voluntary participation in this study would involve taking part in a focus group interview with four to six other students who have overcome academic probation and risen to success. This meeting would last 45 to 60 minutes and the focus would be to talk about your experiences along your academic journey. You would receive a $20 gift card for your participation. Following the focus group session, I will be recruiting some focus group participants for individual interviews. These sessions will include one or more individual interview sessions with me lasting approximately 30 minutes, and an additional $20 gift card will be offered to those who complete at least one session.

Participation in this study is voluntary, and you are free to withdraw at any time without adversely affecting your relationship with IUP or me by simply telling me. You just need to let me know you want to withdraw and any information which I may have gathered will be destroyed. Rest assured that confidentiality will be maintained through the use of pseudonyms for any and all references to your responses following interviews. Your response to any of the questions will only be considered in combination with other participants, and the information obtained in this study may be published in academic journals and presented at academic conference meetings but your identity will be kept strictly confidential.

If you would like to participate, or have any questions or concerns, please contact me at [redacted] or at [redacted] iup.edu. Thank you for your time and consideration.

Sincerely,

Primary Researcher:
[redacted].
Doctoral Candidate, IUP
Professional Studies in Education (ALS)
[redacted] Stouffer Hall, Indiana, PA 15705
Email: [redacted]@iup.edu
Phone: [redacted]

Faculty Advisor:
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Email: [redacted]@iup.edu
Phone: [redacted]

This project has been approved by the Indiana University of Pennsylvania's Institutional Review Boad for the protection of human subjects (Phone: 724-357-7730).

Focus Group Research Instrument			
Ground Rules: It is essential that we all agree the identities of all other participants and all information discussed in the interview session is to be kept confidential. Can everyone agree to this? Is there anyone who cannot or is not willing to agree to this? Also, although all participants must to agree to these ground rules, I (the researcher) cannot guarantee that confidence will be maintained by all participants.			
Question Number/ Type	**Question/Statement**	**Estimated Time (minutes)**	**Research Question Alignment**
1/Opening	Tell me your name and, if you don't mind sharing, how many more semesters until you graduate?	3	N/A
2/Introductory	What is the first thing that comes to mind when you hear the term "academic probation"?	3	RQ2
3/Transition	Think back to your own experiences with academic probation. What were your first impressions?	5	RQ3, RQ4
4/Key	When you were placed on academic probation, did it have an influence on your view of your intelligence at the time?	5-10	RQ4
5/Key	Tell me about experiences you had that helped you get to a place where you were successful.	5-10	RQ1
6/Key	Tell me about experiences that helped you grow into a better student.	5-10	RQ2
7/Key	Tell me about the people who were part of your experiences who helped you become successful.	5-10	RQ3
8/Key	Tell me about personal or environmental factors that changed (or didn't change) that were necessary for your success.	5-10	RQ3, RQ4
9/Key	Tell me about the circumstances surrounding your rise to success that are important to understanding your experience.	5-10	RQ3
10/Key	Given your rise to success since being place on academic probation, has your view of your own intelligence changed?	5-10	RQ4
11/Ending	[following a 2 minute oral summary by the moderator] Does this summary capture the essence of the experiences shared here?	3	RQ1-4
12/Ending	Have we missed anything?	1-3	RQ1-4