Peer Facilitator Undergraduate Academic Services Module

Office Name
Undergraduate Academic Services (UAS)

Mission
The Office of Undergraduate Academic Services (UAS) works closely with faculty, staff, students, and parents to uphold and enforce academic standards and policies as outlined in the Undergraduate Catalog. This office is committed to providing information and guidance related to academic policies and procedures as well as referrals to the appropriate academic support offices.

Office Location & Hours
Lightsey Center, Room 101
Monday-Friday, 8:30 am – 5 pm

Contact Information
Web: http://undergrad.cofc.edu
Phone: 843.953.5674
Email: undergrad@cofc.edu

How Students Can Schedule Individual Appointments with UAS
Students who would like to schedule an individual appointment with UAS staff should phone (or stop by) to request a meeting. Students should NOT email the office to schedule a meeting, as it is too challenging to coordinate schedules and find an available meeting time via email exchange.

Students are welcome to stop by the office for quick questions; however, for a more in-depth/personalized meeting, students should schedule appointments ahead of time. Scheduling an appointment gives UAS staff a chance to review your academic record before you come in, ensuring that they are as prepared as possible to offer students assistance, options, or recommendations.

Ideal Time for Delivery of This Module
AFTER midterm grades have posted and at least 1 week BEFORE the withdrawal deadline (check official calendars on the Registrar’s webpage for exact dates).

During fall semester: Around October 10 (after fall break)
During spring semester: Around March 10 (after spring break)

Student Learning Outcomes*
* See attached guide for more info on these topics

Students will be able to:
- Locate UAS office (on a map and on the web)
- Understand procedure for scheduling an appointment with UAS (see above)
• Understand how to avoid academic probation (i.e., what constitutes “good standing”)
• Understand what to do if mid-term grades are not good
• Identify the withdrawal deadline
• Articulate possible reasons that might justify late withdrawal (and some that do not)
• The GPA impact of a “Withdrawal Due to Absence” Understand the difference between:
  o “Drop” versus “Withdrawal”
  o “Withdrawal” versus “Withdrawal Due to Absence”
  o “Withdrawal from classes” versus “Complete Withdrawal from the College”
  o “Leave of Absence” versus “Complete Withdrawal”
• Understand importance of classroom attendance and attendance policies
  o Location of Absence Memo Office
  o Faculty prerogative to excuse absences

How to Achieve These Outcomes/Possible Activities
• True/False Quiz for freshman *(See attached – note this should be updated each semester, as there is a question about the current semester’s W deadline on this quiz)*
• Show UAS website online
• Syllabus activity re: Attendance Policies of various faculty members
• Use GPA calculators to calculate Semester GPA using Mid-Term grades (sample grades if presenting prior to Mid-Terms) and Target grades for good standing, provisional and scholarship requirements
• Case Studies/sample scenarios—What do to if?:
  o Student gets sick and misses a week of class
  o Student generally having academic difficulty (identifying appropriate resources, strategies for communicating with faculty members)
  o Student contemplating Late Withdrawal Petition
  o Student needing to take time away from CofC for personal reasons

“Quick Tips” When Talking With Students about UAS-related Issues
• Ask for help BEFORE it’s too late!
• Make sure you have a clear understanding of your academic progress in your classes—if you don’t know… ASK!
• Utilize GPA calculators to monitor progress and targets
• All grades count! Students who wish to withdraw from classes should do so BEFORE the withdrawal deadline; otherwise, they can only be withdrawn from the class if they are having serious exenterating circumstances.
• Provisional Students are held to specific standards—if any Provisional Students forget what these are, they can get a copy of their contract at UAS at any time

Process for Requesting Guest Speakers from UAS
UAS is a small office, so we are unable to guarantee that a staff person will be available. If you wish to invite a UAS staff member to your seminar, please do so 3-4 weeks in advance. Asking early will help maximize the chances of availability.

To request a visit from UAS staff to your seminar, email UAS at undergrad@cofc.edu and provide the following information:

- Your Name
- Your FYE or LC
- Date/Time/Location of your seminar
- What you are requesting the UAS staff member to cover
- How much time the UAS staff person will have during the class session

A staff person (the UAS Director or Assistant Director) will get back to you to confirm your guest speaker request.
Undergraduate Academic Services has listed the following learning outcomes for the Peer Facilitator Module. Below is some information to assist PF’s in addressing these objectives.

- **Locate UAS office (on a map and on the web)**

UAS is located in the Lightsey Center on the first floor (Room 101). UAS’ online address is http://undergrad.cofc.edu.

- **Understand procedure for scheduling an appointment with UAS**

Students who would like to schedule an individual appointment with UAS staff should phone (or stop by) to request a meeting. Students should NOT email the office to schedule a meeting, as it is too challenging to coordinate schedules and find an available meeting times via email exchange.

Students are welcome to stop by the office for quick questions; however, for a more in-depth/personalized meeting, students should schedule appointments ahead of time. Scheduling an appointment gives UAS staff a chance to review your academic record before you come in, ensuring that they are as prepared as possible to offer students assistance, options, or recommendations.

- **Understand how to avoid academic probation (i.e., what constitutes “good standing”)**

Students enrolled at the College of Charleston must earn a minimum cumulative grade point average (GPA) to be in good standing (and avoid being placed on academic probation). The most important concept here is that good standing is based on a students’ GPA and the number of earned hours they have:

<table>
<thead>
<tr>
<th>Earned Hours</th>
<th>Minimum Cumulative GPA</th>
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<tbody>
<tr>
<td>0-19</td>
<td>Minimum cumulative GPA = 1.50**</td>
</tr>
<tr>
<td>20-59</td>
<td>Minimum cumulative GPA = 1.80**</td>
</tr>
<tr>
<td>60 or more</td>
<td>Minimum cumulative GPA = 2.00</td>
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</tbody>
</table>

**FOR PROVISIONAL STUDENTS**: Provisional students are required, as per their signed Provisional Contract to earn a cumulative GPA of 2.0 and must earn a minimum of 24 credit hours by the end of their first academic year at the CofC. Provisional students with questions should contact UAS.

If a student’s cumulative GPA at the end of any semester is less than minimum requirement as listed above, the student is placed on academic probation and will be
notified of their probation status with an official email to their CofC email account. If you ever find yourself on academic probation, don’t wait! Contact UAS immediately to set up an appointment (see “Contact UAS” below). We want to help you get back on track, and the sooner you come in for assistance, the more we can do to help you.

- **Understand what to do if mid-term grades are not good**

UAS audits the midterm grades of all students and individually reaches out to any student that has more than 2 D’s or F’s at midterm, offering a one-on-one meeting to discuss the student’s academic progress and strategies to help them get back on track. Students who receive this “Midterm Concern Email” are strongly encouraged to set up a meeting with UAS staff to discuss their academic progress.

Even if a student does not receive a “Concern” email, they are more than welcome to set up a meeting with UAS staff to discuss midterm grades.

- **Identify the withdrawal deadline**

The withdrawal deadline is the LAST day on which students may withdraw themselves from classes for a grade of “W.” This deadline changes each semester but always falls roughly at the 60% mark in the semester. For the EXACT deadline, students should check the official academic calendar on the Registrar’s website. Students are responsible for keeping track of this deadline.

If a student has a hold on their record that is keeping them from withdrawing from a class before the withdrawal deadline and they are NOT able to have the hold removed, they should seek assistance from the Office of the Registrar no later than 4:59 PM on the withdrawal deadline.

Failure to withdraw oneself from classes before the deadline (or failure to have a hold removed or seek assistance from the Office of the Registrar before the deadline) is NOT considered justification for a late withdrawal approval.

- **Articulate possible reasons that might justify late withdrawal (and some that do not)**

Students who are facing significant mitigating circumstances and who have missed the withdrawal deadline may submit a Petition for Withdrawal After the Official Withdrawal Deadline to be considered for late withdrawal from courses.

Late Withdrawal petitions are considered only in cases where continued enrollment in the course would be detrimental to the student's health or if extenuating circumstances prevent the student's continued enrollment. Regardless of circumstances, late withdrawal petitions are not guaranteed to be approved.

<table>
<thead>
<tr>
<th>The following are examples of</th>
<th>The following examples are NOT</th>
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</table>

(Additional content not fully captured due to the end of the text)
### conditions/situations for which withdrawals may be APPROVED:

- Severe accident, injury, illness, or surgery with prolonged recovery
- Severe complications resulting from a chronic medical or mental health condition
- New diagnosis of a life-threatening illness
- Documented severe medical condition(s) resulting in extended missed coursework
- Complications of pregnancy requiring mandatory extended bed rest
- Severe illness or death of a parent, sibling, spouse, or child
- Documented medical, legal, or other complications from sexual or other violent assault
- Documented employment conflict arising after the "W" deadline

### considered extenuating circumstances justifying late course withdrawal:

- Actual failing, fear of failing, or fear of receiving a grade less than one would desire
- Professor’s refusal to issue an “incomplete” or excuse excessive absences
- Initially enrolling for greater than 12 semester hours while knowingly employed full time or attempting to work two part-time jobs
- Failure to take advantage of the withdrawal period
- Failure to withdraw properly
- Failure to resolve registration holds that may prevent you from withdrawing during the withdrawal period
- A decision to change a major, drop a major or minor, or transfer to another institution, thus eliminating the need for a course

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- **Understand the difference between...**

  The following are terms that students, parents, and even some faculty and staff often get confused about. We break down some of the differences here.

<table>
<thead>
<tr>
<th>Drop</th>
<th>versus</th>
<th>Withdrawal Due to Absence</th>
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<tbody>
<tr>
<td>A “drop” occurs before the Add/Drop deadline (usually within the first few days of the semester. If a student “drops” a class, this class does not show up on their transcript and does not impact GPA.</td>
<td>A “withdrawal” occurs AFTER the Add/Drop deadline. If a student “withdraws” from a class, the course remains on their permanent transcript with a grade of “W.” A grade of “W” does not impact GPA.</td>
<td></td>
</tr>
<tr>
<td>A student may withdraw themselves from classes up until the withdrawal deadline (see Registrar calendar for exact date for the current semester). After the withdrawal deadline, a student must petition for late withdrawal from classes in order to be withdrawn.</td>
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</table>
A “Withdrawal due to Absence” is a grade assigned by a professor when a student exceeds allowable absences. A “Withdrawal Due to Absence” results in a grade of “WA” on the student’s transcript. A “WA” counts as an “F” towards the student’s GPA.

If a student receives a “WA” BEFORE the withdrawal deadline, they can withdraw themselves from the class up until the withdrawal deadline and replace the “WA” with a “W.”

### Withdrawal versus Complete Withdrawal from the College

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<thead>
<tr>
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<th>versus</th>
<th>Complete Withdrawal from the College</th>
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<tbody>
<tr>
<td>See above.</td>
<td></td>
<td>A “Complete Withdrawal from the College” indicates that a student has decided to leave the College of Charleston permanently.</td>
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<td></td>
<td>Requesting a “Complete Withdrawal From the College” will not trigger withdrawal from classes—students must withdraw from classes separately.</td>
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### Complete Withdrawal from the College versus Leave of Absence

<table>
<thead>
<tr>
<th>Complete Withdrawal from the College</th>
<th>versus</th>
<th>Leave of Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>See above.</td>
<td></td>
<td>Students with a cumulative GPA of 2.0 or higher are eligible for up to two semesters of “Leave of Absence” or “LOA.”</td>
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<td></td>
<td></td>
<td>A LOA allows a student to take a 1-2 semester break from the College of Charleston without having to reapply.</td>
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</tbody>
</table>

- **Understand importance of classroom attendance and attendance policies**

Students are expected to attend all classes. Non-urgent/non-emergent situations (i.e. wedding, medical and/or counseling appointments, etc.) should be addressed by the student during times that do not interfere with the student’s course schedule, just as one would if s/he was seeking time off from an employer.

  - **Submitting an Absence Memo**
In the event that a student misses a class with a legitimate, documentable reason, that student may bring documentation to the Absence Memo Office where the student may fill out a form with a schedule of missed class(es), dates missed, etc. A representative from the Absence Memo Office will notify the appropriate faculty by E-mail. Any missed assignments, class work, papers, tests, etc., are to be arranged between the professor and the student.

- **Location of Absence Memo Office**

The Absence Memo Office is located at 67 George Street (between Stern Center and Glebe Street).

- **Faculty prerogative to excuse absences**

It is important to note that the only individual who can authorize an excused absence is the professor of the missed class, regardless of the "reason(s)" for the absences. Students should always consult their syllabi and/or talk with their professors to be clear about that professor’s attendance policy.
Undergraduate Academic Services Quiz  
For Peer Facilitator Module

TRUE or FALSE

1. __________ All faculty members are required to submit Mid-Term Grades.

2. __________ The last day to withdraw yourself from a spring 2014 course with a W grade is _______.

3. __________ Students who fail to meet minimum academic standards are automatically academically dismissed from the College of Charleston.

4. __________ If a student has a hold on their account on the last day to withdraw, there’s nothing they can do.

5. __________ A “Withdrawal” and a “Withdrawal Due to Absence” are the same thing.

6. __________ I am allowed unlimited absences as long as I get them “excused” with an Absence Memo.

7. __________ A student misses several weeks of class due to a serious illness or injury, but it is too late to withdraw from classes. This student may be able to petition for late withdrawal.

8. __________ Undergraduate Academic Services can share my grades with my parents or guardians if they provide my correct social security number and date of birth.
Quiz Key for Peer Facilitators

1. **TRUE** All faculty members are required to submit Mid-Term Grades.

As of 2013-2014, faculty members are REQUIRED to submit mid-term grades. Midterm grades are a great check in point for students. If things are not looking good at midterm, there’s still plenty of time for students to get help if they act fast.

2. **TRUE** The last day to withdraw yourself from a spring 2014 course with a W grade is ________.

The last day to withdrawal changes each semester based on the semester start date. Students should make a note of the last day to withdrawal at the beginning of the semester. Failure to withdraw yourself from classes on time is NOT considered a justification to get a late withdrawal approved. Withdrawal dates are posted on the official academic calendar, available on the Registrar’s web page.

3. **FALSE** Students who fail to meet minimum academic standards are automatically academically dismissed from the College of Charleston.

Students who fail to meet minimum academic standards are placed on Academic Probation. Students are given one term of Probation to return to good standing. If they fail to reach good standing by the end of this term, they may be facing Dismissal OR one more term of Probation (if they have shown significant progress and met other terms of their Probationary period). Students who fail to get to good standing by the end of their second term of probation face Academic Dismissal.

4. **FALSE** If a student has a hold on their account on the last day to withdraw, there’s nothing they can do.

Many holds on student’s accounts (Financial Aid, Treasurer, Advising, etc.) will prevent students from withdrawing from classes before the W deadline. If the student is unable to resolve the hold in time to withdraw themselves from classes, then they should go to the Office of the Registrar (NO LATER THAN 4:59 PM on the last day to withdraw) to fill out a withdrawal form. Failure to do so on time will NOT be considered justification for late withdrawal.

5. **FALSE** A “Withdrawal” and a “Withdrawal Due to Absence” are the same thing.

A Withdrawal (which shows up on a student’s transcript as a “W”) is NOT the same thing as a “Withdrawal Due to Absence” (“WA”). A Withdrawal, which is done by a student before the W deadline (or initiated by UAS as the result of an approved late withdrawal petition) does not count against a student’s GPA. A “WA,” which is assigned by a professor when a student has exceeded allowable absences, counts as an “F.” If a student gets a grade of ”WA” at midterm, then he/she should “W” themselves from the course before the “W” deadline to avoid the WA/F.

6. **FALSE** I am allowed unlimited absences as long as I get them "excused" with an Absence Memo.
Students who miss classes due to personal, health, family, or other reasons are encouraged to submit an Absence Memo to document their absences; HOWEVER, accepting or excusing these absences is SOLELY at the discretion of the student's professors. If a student exceeds allowable absences (as defined by the professor), students will not be excused for additional absences, regardless of the reason for them. Students should consult their syllabi or talk to their professors to make sure they clearly understand the attendance policy of each class.

7. **TRUE** A student misses several weeks of class due to a serious illness or injury, but it is too late to withdraw from classes. This student may be able to petition for late withdrawal.

Students who are facing significant mitigating circumstances and who have missed the withdrawal deadline may submit a Petition for Withdrawal After the Official Withdrawal Deadline to be considered for late withdrawal from courses. Late Withdrawal petitions are considered only in cases where continued enrollment in the course would be detrimental to the student's health or if extenuating circumstances prevent the student's continued enrollment. Regardless of circumstances, late withdrawal petitions are not guaranteed to be approved. Students who feel their situation may be grounds for a late withdrawal should contact UAS for assistance and information.

8. **FALSE** Undergraduate Academic Services can share my grades with my parents or guardians if they provide my correct social security number and date of birth.

Disclosure of a student's confidential education records (including grades) requires prior written consent of the student. In order for staff in Undergraduate Academic Services to share confidential education records with a parent, guardian, or other third party, the student will need to present a signed form to our office granting UAS consent. If the student wishes to release his or her records from more than one office (e.g., the registrar's office and the Office of Student Affairs) then a separate form will need to be presented by the student and kept on file in each office. A copy of this form can be picked up in UAS or downloaded from the website.