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.