

**Department of Natural Sciences
Majors Meeting**

Keys to Advisement in the STEM Major

Facilitators:

Sherrice Allen, Ph.D. (Natural Sciences)

Erin White, Ph.D. (Natural Sciences)

January 21, 2010

Workshop Objectives

- ▶ At the completion of this workshop you will be able to:
 - Define academic advisement
 - Explain steps required for STEM students to receive academic advisement at FSU
 - Calculate GPA
 - Identify process for successfully progressing through major
 - Initiate a grade extension contract; course withdrawal; withdrawal from the university, etc.

What is Academic Advisement?

- ▶ Developmental process which assists students in clarifying career goals and in developing an educational plan to accomplish their goals;
- ▶ Process of exchanging information to empower students to realize their maximum potential;
- ▶ Collaborative relationship between a student and an academic advisor

Who Advises Students

- ▶ **First-time freshmen or transfer students with fewer than 30 credit hours**
 - Advised by University College (Student's advisor is his/her Freshmen Seminar/University Studies Instructor).
 - First-time freshmen **MUST** enroll in Freshman Seminar I and II; Transfer students with fewer than 30 credit hours **MUST** enroll in University Studies.

Who Advises Students

- ▶ Transfer students, undeclared, students experiencing academic difficulties (on probation)
 - Advised by the Transfer and Advisement Center;
- ▶ Students who have officially declared a major
 - Advised by a faculty member in their major department as assigned by the department chair

Declaring/Changing Major

▶ First-Time Freshmen

- Students who enter the University as first-time freshmen are required to complete the online Declaration of Major form in the second semester of their freshmen year.

▶ Transfer Students

- Transfer students must complete the online Declaration of Major form in their first semester of enrollment.

▶ Degree Seeking Students

- All degree seeking students are required to complete the online Declaration of Major form prior to earning 60 credit hours. Students who have not will be blocked from registering from classes.

Undergraduate Declaration/Change of Major

https://forms.uncfsu.edu/departments/Declaration_Major_Minor/formCOM.cfm

Catalogs

- ▶ 2008-2009 Catalog

- <http://catalog.uncfsu.edu/Archive/ug08-09/ugindex.htm>

- ▶ Four-Year Degree Plans

- <http://catalog.uncfsu.edu/Archive/index.htm>

Credit Hours/Course Load (Fall and Spring)

- ▶ 12 hrs. per sem.: Min. for full-time
- ▶ 14 hrs. per sem.: Max. for acad. prob.
- ▶ 15 hrs. per sem.: Min. to graduate in 4 yrs.
- ▶ 18 hrs. per sem.: Max. for good academic standing
- ▶ 21 hrs. per sem.: Max. cum. GPA of 3.0 or >

Credit Hours/Course Loads (Summer)

- ▶ 7 hrs. per session: Max. good academic standing
- ▶ 9 hrs. per session: Max. for student w/ 3.0 GPA or higher

Calculating the GPA

GPA = Quality Points / Quality Hours
(Example: 36 points /15 hours = 2.4)

- ▶ GPA Calculator – Registrar’s Website
 - <http://www.uncfsu.edu/registrar/gpacalculator.htm>
- ▶ TAC – Resources – Tips on How to Stay on Track
 - <http://www.uncfsu.edu/advisement/tips.htm>

Calculate GPA

Course	Credit Hours	Grade	Grade Point	Quality Hours	Quality Points
UNIV 101	1	A	4		
CSC 100	3	C	3		
ENGL 110	3	D	1		
PHIL 110	3	A	4		
FREN 110	3	F	0		
Total	13				
GPA					

Calculate GPA

Course	Credit Hours	Grade	Grade Point	Quality Hours	Quality Points
UNIV 101	1	A	4	1	4
CSC 100	3	C	3	3	9
ENGL 110	3	D	1	3	3
PHIL 110	3	A	4	3	12
FREN 110	3	F	0	3	0
Total	13			13	28
GPA (Quality Points/Quality Hours)					2.15

Academic Success as a STEM Major

How is it accomplished?



Responsibility of Students

- ▶ Check their FSU email regularly;
- ▶ Communicate with assigned advisor at least once per semester;
- ▶ If below 2.0, required to complete an Academic Success Plan and follow agreed upon directives;
- ▶ Utilize curriculum planning guide/degree audit worksheet;
- ▶ Work to earn good grades and graduate in a timely manner.
- ▶ **Know the POLICIES & ACADEMIC STANDARDS for YOUR MAJOR!!!**

Responsibility of Students

- ▶ Course waiver/substitutions, transfer courses from other institutions that will be used toward your degree requirements are on file in the Registrar's Office before commencement
- ▶ All "I" grades have been removed and documents are on file in the Registrar's Office before commencement – even if the course is not a requirement
- ▶ Your GPA meets your major requirements
- ▶ You have earned at least 120 hours and all requirements are complete
- ▶ Take the final exams and receive grades – **NO "F's**
- ▶ Please confirm with each of your instructors that your grade(s) have been entered in the system
- ▶ Ensure your billing account balance is **ZERO**
- ▶ Attend the "**Exit Interview**" if you received financial aid loan monies
- ▶ Your name is correct in the system, because this is how it will appear on your diploma
- ▶ Your correct address and telephone number on file in the Registrar's Office.

Navigating through the STEM Major

- ▶ Several 200, 300 & 400 level courses require pre-requisite courses with a grade of “C” or better
- ▶ If you do not pass a required pre-requisite course then you will not be able to matriculate to the next required course
- ▶ Several STEM program require a specified number and type of elective courses (refer to program requirements in the undergraduate catalog)
- ▶ Meet with your advisor each semester to ensure that you are meeting all program requirements in order and on time

Impact on Graduation Scenarios

“B.S. Biology”

- ▶ BIOL 150 serves as a pre-requisite for several 200 and 300 level biology courses.
- ▶ BIOL 150 should be taken during 1st semester of your freshman year and passed to graduate in 4 years.
- ▶ If you fail BIOL 150 or do not take the course, now you will graduate in **4.5 years**.
- ▶ If you fail BIOL 150 a 2nd time (spring semester) or do not take it at all during your freshman year you will graduate now in **5 years**.

Impact on Graduation Scenarios

“B.S. Mathematics”

- ▶ MATH 131 serves as a pre-requisite for MATH 142 & MATH 151; MATH 142 for MATH 241
- ▶ MATH 131 should be take during 1st semester of your freshman year and passed to graduate in 4 years.
- ▶ If you fail MATH 131 or do not take the course, now you will graduate in **4.5 years**.
- ▶ If you fail MATH 131 a 2nd time (spring semester) or do not take it at all during your freshman year you will graduate now in **5 years**.

Academic Progression Standard

Old

Attempted Hours (Including Transfer Hours)	Minimum GPA for Good Standing
1-29	1.5
30 – 59	1.8
60+	2.0

New

Attempted Hours (Including Transfer Hours)	Minimum GPA for Good Standing
1-29	2.0
30-59	2.0
60+	2.0

NOTE: W & WU are included in the attempted hours

Academic Progression Standards

Old

- ▶ Students below standards in fall = probation
- ▶ Students below standards in spring = suspended
- ▶ 1 Suspension = Re-enroll after one semester of non-enrollment
- ▶ Students may appeal by explaining extraordinary circumstances

New

- ▶ Students below standards = probation for one semester
- ▶ Students below standards two consecutive semesters = Suspension
- ▶ Students below standards more than two times = Academic Fresh Start

Academic Progression Standards

Old

- ▶ No Limit on “Withdrawals”

New

- Effective Fall 2009 – All Students**
- ▶ Students will be permitted to **withdraw** from a maximum of five classes during their academic career;
 - ▶ First five class withdrawals, does not affect GPA;
 - ▶ After five withdrawals, students will earn appropriate final grade

W's and WU

▶ **WU = Withdrawal from the University**

- Withdraw from University means you are withdrawing from all classes for the semester due to circumstances that prevent you from being able to complete classes.
- Please contact the Center for Personal Development at (910) 672 1203/1222 to initiate this process!!

▶ **W = Withdrawal from a Class**

- Withdraw from Class means you are withdrawing from 1 or 2 classes that you will not be attending and you have other classes on your schedule that you will attend.
- **Effective Fall 2009**, students will be allowed only 5 withdrawals from class for the remainder of your college career.
- *The 6th W will be calculated as "F".*

<http://www.uncfsu.edu/registrar/withdrawals.htm>

NOTE: NO refunds will be provided when you withdraw from a class!

Academic Fresh Start

- ▶ Designed for students who experience academic difficulty who may not be able to attain good academic standing and seek to resume their studies after a period of non-enrollment for at least two academic years;
- ▶ If granted, all credits earned will be treated as transfer credits; courses with a grade of “C” or higher will be used to fulfill degree requirements, but will be excluded in the GPA calculations (XG);

Academic Fresh Start

- ▶ Grading Symbols:

XG = A, B, C

(No Quality Points, but Credit Hours Earned)

XC = D, F, W, WN

(No Credit Earned, but Credit Hours Attempted)

To Request:

- ▶ Complete Letter of Academic Suspension Form Under Registrar's Office Webpage
- ▶ Submit to Chair, Academic Appeals Committee, c/o Transfer and Advisement Center

Course Repeats

- ▶ Students should repeat all classes with an “F” grade as soon as possible to increase GPA before they get to a point of being placed on academic suspension
- ▶ Students are encouraged to repeat courses during the summer
- ▶ Encourage students to fill out repeat forms to ensure grades are update

Course Repeat Policy

The University Course Repeat Policy states that students may **repeat up to five courses, once each, without penalty**. "Without Penalty" means that **only the higher grade will be calculated into the student's Grade Point Average**. All original entries and grades will appear on the student's permanent record; with the designation that lower grade has been excluded from the Grade Point Average. Students who seek to utilize the course repeat policy must complete a "Course Repeat" form. If a student earns a passing grade twice for the same course, only one set of course credit hours will be counted toward graduation. If a student repeats a course for the second time or exceeds the limit of five courses, only the original grade will be excluded from the student's Grade Point Average. To repeat a course for the second time, the permission of the department chair is required. **Repeated courses are not excluded from a student's total attempted hours**. The tuition surcharge will apply for all hours attempted beyond 140 credit hours

http://www.uncfsu.edu/registrar/Forms/Course_Repeat.pdf

Extension Grades

- ▶ The extension grades can be used to provide limited grade protection.
- ▶ Two new grades are introduced:
 - “EX D” – the student got a “D” but the “D” grade is “protected” from GPA calculation.
 - “EX F” – the student failed the course but the “F” grade is “protected” from GPA calculation.

Procedure

- ▶ Student must sign a contract within the first five (5) weeks of a semester.
- ▶ If the student gets a grade of “C” or above, the contract is voided automatically.
- ▶ If the student gets a grade of “D” or “F”, the grade will be protected if the student has fulfilled the requirement outlined in the contract.

Requirements

- ▶ The contract must be initiated by the student.
- ▶ Contract must be signed within the first five (5) weeks of a semester.
 - By the student
 - By the instructor
 - By a representative of the academic support unit
 - After all signatures have been obtained, the contract is turned into University College

Example

Course	Credit Hours	Grade	Grade Point	Quality Hours	Quality Points
UNIV 101	1	A	4		
CSC 100	3	B	3		
ENGL 110	3	D	1		
PHIL 110	3	C	2		
FREN 110	3	F	0		
Total	13				
GPA					

Without Extension Grades

Course	Credit Hours	Grade	Grade Point	Quality Hours	Quality Points
UNIV 101	1	A	4	1	4
CSC 100	3	B	3	3	9
ENGL 110	3	D	1	3	3
PHIL 110	3	C	2	3	6
FREN 110	3	F	0	3	0
Total	13			13	22
GPA					1.7

With Extension Grades

Course	Credit Hours	Grade	Grade Point	Quality Hours	Quality Points
UNIV 101	1	A	4	1	4
CSC 100	3	B	3	3	9
ENGL 110	3	D	1	3	3
PHIL 110	3	C	2	3	6
FREN 110	3	EX F	0	0	0
Total	13			10	22
				GPA	2.2

Academic Progression Standards & Financial Aid

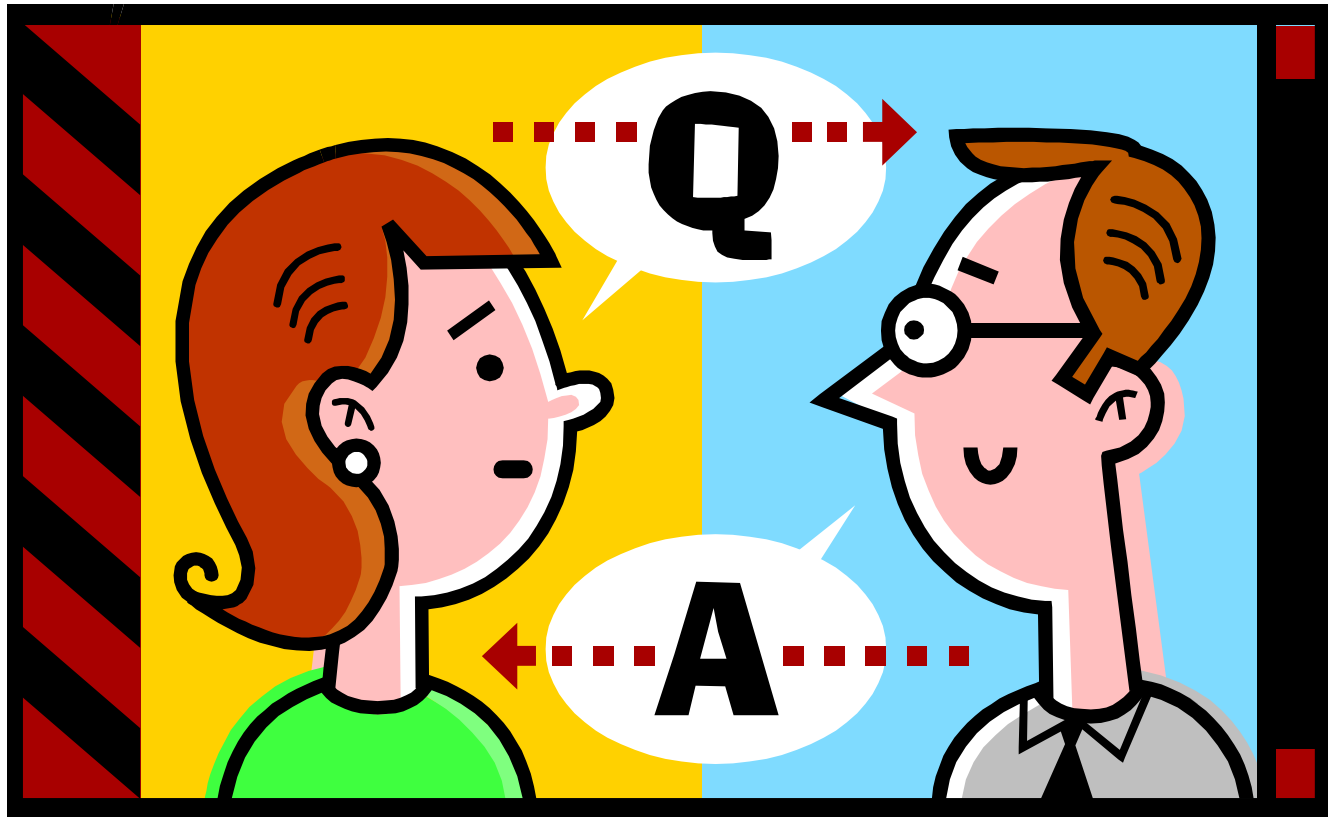
Student Must Appeal for Financial Aid if:

- ▶ Undergraduate Students/Exceeds 180 Hours
- ▶ Graduate Students/Exceeds 54 Hours
- ▶ Appeal = Progressing below 67%
- ▶ Students can apply for a 1-year extension (see Financial Aid Office for details)

Tuition Surcharge

- ▶ All new undergraduates seeking a baccalaureate degree at Fayetteville State University will **be subject to a 25% tuition surcharge**
 - if they take **more than 140 credit hours** to complete a four-year degree program
- OR
- if more than **110% of the required credit hours** to complete the officially designated five year program.

Questions?



Resources

Transfer and Advisement Center University College

- ▶ <http://www.uncfsu.edu/advisement/>

Registration Guidelines

- ▶ <http://www.uncfsu.edu/advisement/regguidelines/registration.htm>

Registration FAQs

- ▶ <http://www.uncfsu.edu/advisement/regguidelines/registrationfaqs.htm>

Student Success Program

- ▶ <http://www.uncfsu.edu/advisement/success.htm>

Advisement Resources

- ▶ www.uncfsu.edu/advisement/success/campusresources.htm

Advisor/Instructor Communication

- ▶ http://www.uncfsu.edu/advisement/success/adv_comm.htm

References

- ▶ 2009 FSU Faculty Academic Advisement Workshop Material (Lou Riggans, Ed.D.)

Original Presentation Prepared by the Following

Dr. Albert Chan

achan@uncfsu.edu

SBE, Rm. 345

672-1517

<http://faculty.uncfsu.edu/achan>

Dr. Sherrice Allen

svallen@uncfsu.edu

Lyons Science, Rm. 309

672-1046

Dr. Erin White

ewhite@uncfsu.edu

Lyons Science, Rm. 230

672-1128