

Notes from the Center for Academic Excellence

September 2012

Welcome back! We hope you find the following links and information about dates, programs and staff changes helpful as you begin the new semester. As always, please contact our office with any questions, comments or suggestions.

IMPORTANT DATES & INFORMATION FOR THE RINDGE CAMPUS– FALL 2012

Add/Drop Period – Tuesday, September 4th - Monday, September 10th

- Signatures of instructors are required only to add sections that are full or to have pre-requisites waived
- There is no fee to change the course schedule
- Courses that are dropped do not appear on the transcript
- Advisor signature is required

Early Support Initiative – data will be requested from faculty the week of September 17th

Student-Initiated Withdrawal– Tuesday, September 11th – Monday, October 1st

- Signatures of all instructors are required for Withdrawals (notification) or Late Adds (permission)
- Advisor signature is required
- There is a \$250 fee to add a course.
- Permission from the Dean of the College or Registrar is required to add a course during this time and no courses may be added after the second week (10 business days) of the semester.
- Withdrawal from a course results in a grade of W on the transcript for that class. There is no fee to withdraw from a course.
- **Tuition charges for withdrawn course still apply.** Students who try to both add and withdraw from classes during this time may incur a per-credit overload charge, as credits for withdrawn classes do not get removed from tuition charges.

Midterm Grades – due from faculty Sunday, October 21st

Faculty-Initiated Withdrawals– Tuesday, October 2nd -Sunday November 18th

- Students may not, on their own initiative, withdraw from courses during this time
- Faculty may withdraw students from courses during this time, and will assign a grade of WP or WF which will be turned in directly to the Office of the Registrar
- It is not required for students or advisors to sign off on faculty-initiated withdrawals

Non-Withdrawal Period - Monday November 19th -End of Semester

- During the last four weeks of classes, students must be assigned a letter grade (A-F) for any course in which they are still enrolled.
- Students withdrawing from all classes in the college after this time will still be assigned letter grades.

PEER TUTORING

Peer Tutoring will begin the week of September 10th. The schedule is still a work in progress but the most recent version can always be accessed by following the link above.

New this year – the Center has also partnered with faculty in Natural Sciences to staff a ***Science Support Center*** in Marcucella Hall 219; Monday-Thursday 5-9pm. Students enrolled in Biology, Chemistry and other science courses should be encouraged to take advantage of this resource. Stay tuned for more details about this exciting new initiative!

BLUE SHEETS – ACADEMIC ACCOMMODATIONS

Just a reminder that students must give you a “blue sheet” in order to be eligible to use academic accommodations in your class. Please remember that students can request accommodations at any time during the semester – even finals week! Questions concerning academic accommodations for students should be directed to **Jeff Ogden** who joined the Center this summer as the **new Coordinator of Student Accessibility Services**. Jeff is originally from upstate New York. He earned his BS in psychology and government at St. Lawrence University, his MSEd in school psychology at Bucknell University and is certified as a school psychologist. You can reach Jeff at x4126 or ogdenj@franklinpierce.edu

CLASSROOM PRESENTATIONS

The Center for Academic Excellence staff members are available for classroom presentations on a wide variety of topics including academic advising, using Campus Web, preparing for college-level reading and more. Follow the link for current topics or contact us at academicexcellence@franklinpierce.edu to work with us to design a specific presentation for your class.

If you have information that you would like to see included in future issues of this newsletter, contact us at academicexcellence@franklinpierce.edu

Have a GREAT semester!

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