Important Notes:

- By the end of this week, your student will have been at Eastern for about a month!
- Congratulations! Now is a great time to check in with them about how they are doing. If you sense there are any problems they may not have been vocal about earlier, it’s a great idea to have them see their professional advisor!

Topic A: At any University, students will quickly pick up the lingo commonly shared by students, staff and faculty. Eastern is no different, so this week I offer you some insight on terminology used that may help you:

ACADEMIC ADVISOR: An Academic Advisor is a faculty or staff member assigned to assist students with academic planning and act as a resource for students when looking for other assistance. Students who take the time and commit to seeing their advisors on a regular basis avoid big problems down the road, especially academic and financial ones.

ACCESSIBILITY SERVICES: Resource designed to meet the unique educational needs of students with documented permanent and temporary disabilities such as AD/HD, ASD, learning disabilities, psychiatric disabilities, deafness and hearing impairments, blindness and visual impairments, and physical disabilities.

ACCUPLACER TEST: Advising strongly recommends students placed in MAT 098 (is displayed as MAT101P in the Accuplacer results and letters sent to students), MAT 101, MAT 101W (Developmental Math) take the Accuplacer test to raise their math placement. Students first STUDY and then register to take the Accuplacer test. If the Accuplacer test results place them in a higher course, their math course placement will be changed accordingly.

ASC: The Academic Services Center. The ASC is all offices included in our space: Academic Advising, Mathematics Achievement Center, Office of Student Transition Services, STEP/CAP, Subject Tutoring and The Writing Center.

BURSAR & CASHIER: The Bursar’s Office is responsible for the billing and collection of tuition and fees as well as other cash receipts for the University. This includes managing delinquent accounts collection. This office is located in Wood Support Services.

CAFÉ: This is the Library’s café in the same hallway as the ASC.

CAMPUS ACTIVITY BOARD (CAB): The Campus Activity Board is an organization run for the students of Eastern Connecticut State University and the surrounding community. CAB is dedicated to providing an array of opportunities to educate and entertain students of all backgrounds. How? By planning, implementing, executing, and evaluating diverse programs to broaden horizons. Our events include, but are not limited to concerts, trips, lectures, films, comedy and culture. CAB also supports and cosponsors events with other offices, clubs and organizations, and varsity athletics. CAB strives to unify the campus, instill a sense of school pride, and inspire students to become an active part of their community and make the most of their college experience!
CARD SERVICES: Eastern Connecticut State University’s Card Services Office is a student’s University ID and Electronic Fob Door Access command center. The EXPRESS CARD is the ID card for all University students, faculty and staff.

CATALOG (Undergraduate/Graduate Catalog): The Undergraduate Catalog is a resource for understanding all things Eastern. It includes Eastern’s major explanations, course offerings and academic and administrative policies and procedures. It gives information on college facilities, campus life, graduation requirements, information about faculty members, and college contact information. Students are responsible for knowing and understanding the policies and procedures in the Undergraduate Catalog!

CREDIT (or CREDIT HOUR): A credit (or credit hour) hour is equivalent to 1 hour of class time per week. Courses are measured in credit hours. Most Eastern classes meeting three hours per week, while some meet three. A few even meet just one or two hours per week. A “typical” credit load per semester is 15. Full-Time students have at least 12 credits, and students can sign up for up to 17 credits during the Registration Period. During the Add/Drop period, they may add more.

CREDIT/NO CREDIT: This policy, referred to as Credit/No Credit, but coded as “Credit/No Credit” (CR/NC), allows a student to receive credit for a course without receiving a letter grade that might be lower than desired. (This is known as “pass/fail” at other universities.) If passing with “D” grade or higher, student will receive a CR grade. If failing the course, student will receive a NC grade. CR/NC grades do not affect student’s GPA. If a student believes she/he will fail a CR/NC course, withdrawal (W) from the course is recommended; and the CR/NC option is thus retained for another occasion. Courses taken as CR/NC: (1) will not fulfill GER/LAC or major/minor requirements and are limited to one CR/NC course a semester (2) are limited to a total of four CR/NC courses during residency at Eastern. To put a course on CR/NC, student should obtain a CR/NC form at the Registrar’s Office by the deadline on the Academic Calendar, fill it out, and turn it in there.

DEAN’S LIST: Recognition for academic excellence is given at the end of each semester to full-time matriculated students in good standing with a semester GPA of 3.50 or higher. In order to be eligible for consideration, the student must have registered for and completed at least 12 credits in letter-graded courses during the semester in question and have no “Incomplete” for the semester. Recognition is given at the end of each semester to part-time students who have accumulated 15 credits of letter graded course work and have earned a grade point average of 3.50 or higher. All grading rules that apply to full-time Dean’s List apply to part-time Dean’s List recipients. There are two exceptions: 1. Full-time students, enrolled in student teaching or departmentally-required, University-designated, credit/no credit practica or internships, and lacking 12 credits in letter-graded courses, must earn a grade of CR and have a cumulative GPA of 3.50 or higher, including the semester in question, to be placed on the Dean’s List. 2. Students with “Incomplete” grade(s) are evaluated for Dean’s List eligibility when all of their “Incomplete” grade(s) are changed to final grades.

DISMISSAL: Students who have been academically dismissed.

DUAL ADVISING PROGRAM: First-Year students have a faculty advisor, as well as a professional advisor. Although Professional Advisors for most students will be Student Development Specialists employed by the Advising Center, some students (like those in Continuing Education, AccessAbility, Student Athletes, STEPCAP, and the Honors Program) will have Professional Advisors that are employed in complimentary programs outside the Advising Center. If a student has declared a major, the faculty advisor will be a full-time member of that major’s academic department.

ELECTIVE: Courses that are not required to fulfill any college requirement. After courses required for the LAC and for a student’s major or minor, the remainder of their courses may be general elective courses. General elective courses are a great way to try something out a student has never studied before!
**FAFSA**: (Free Application for Federal Student Aid) a form prepared annually by current and prospective college students used to determine eligibility for financial aid (including the Pell Grant, Federal loans and Federal Work-Study). The application is used a method of applying for money in the nine federal student-aid programs, 605 state aid programs and most of the institutional aid available.

**FERPA**: The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Once a student begins attendance at a university or college, educational records may only be shared with individuals to whom the student has granted access by a student signing off on that access through eWeb.

**GPA**: Grade Point Average or sometimes referred to as the Cumulative Grade Point Average. It’s a student’s overall grade average. Eastern uses a 4 point scale with 4 being equal to an A. A 4.0 is an A+, a 3.5 a B+, 3.0 a B and so forth.

**GRADESFIRST**: A web-based student performance monitoring system that provides automated student services and communication between faculty, academic advisors, peer tutors, study hall monitors, Student Support Services staff, and students.

**HURLEY HALL**: Student dining hall.

**LAC**: Liberal Arts Core Curriculum. It’s the University’s basic courses that all students must take outside of their majors, minors or electives. All new, first-year students entering Eastern in or after fall 2007 and all new transfer students entering Eastern in fall of 2008 are generally enrolled. Some transfer students may be enrolled in GER.

**MATH PLACEMENT**: All Eastern students must successfully complete appropriate Liberal Arts curriculum courses in mathematics and writing as part of their bachelor degree program requirements. Students are placed in math and writing courses appropriate to their skill level at the time of enrollment at the University. Placement into the appropriate math course(s) is based upon the highest SAT or ACT math score submitted as part of the admission process.

“The MAC”: The Mathematics Achievement Center. Student can get tutoring in Math courses here, and they can checkout textbooks and software accommodating all courses for which the Center serves. All students enrolled in MAT 098, MAT 101W and MAT 101P must go to the MAC. MAC participation is counted as 10% of their final course grade.

**PRE-REQ.** “Pre-requisites” are courses students are required to have completed prior to registering for another course. Typically, courses build on one another as a student moves from 100 to 200 to 300 and 400 level courses. Some courses may have no pre-requisites and some courses may have more than one.

**PROBATION**: Students with a cumulative GPA < 2.0. If students do not raise their GPAs to specific levels during the next semester, they may be at risk for dismissal from the University.

**REGISTRATION and ADD/DROP**: This is a time students sign up for courses and (Add/Drop) is a time when they make changes to their schedules. At Eastern, there is a usually an “Advising Week” during the week before registration opens when Advisors are most ready to deal with a lot of students getting ready to register. Add/Drop is the period of time (usually two weeks) during the first weeks of classes in which students can make final adjustments to their schedules. It is typically a bad idea to wait too long in this period to add a course as a student may have missed vital information from the class.

**SAP/ACADEMIC PLANNING**: Satisfactory Academic Progress. This term is used to describe a plan a student must submit to Financial Aid in the event they do not achieve the needed credits they need to remain eligible for financial assistance. If students are dropped, they may submit an appeal to financial aid which always must include a SAP plan for future goals.
SEXUAL ASSAULT & INTERPERSONAL VIOLENCE RESPONSE TEAM (SAIV-RT): A campus community-based team. The SAIV-RT works comprehensively to respond to all forms of interpersonal violence, including, but not limited to sexual assault, dating violence, domestic violence, and stalking.

The team provides supportive options including, but not limited to, counseling, medical support, judicial and legal services, academic intervention, referrals, advocacy, and general information regarding sexual assault and interpersonal violence. The SAIV-RT provides a proactive and informed response to issues of interpersonal violence and is available to help anyone.

WES 90.1 FM: Eastern’s own WECS Radio 90.1 FM station! A community service station located within the Media Building of the Eastern Connecticut State University’s Campus broadcasting 24/7 with Student DJs, Community members and NPR News. Online streaming service to enable listening on more computers and on portable devices is available. http://www1.easternct.edu/wecs/

WITHDRAWAL from the University: Students wishing to withdraw from all courses for the entire semester must see Advising Office or go directly to the Registrar’s office.

WRITING PLACEMENT: Eastern students are required to write an essay to confirm placement in the appropriate first-year writing course. Based on the results, students are placed in either ENG100 (College Writing) or ENG100P (College Writing Plus).

Topic B: Big questions we hear all the time. Here are some useful answers.

What is a Credit Hour? Consistent with the federal definition (set forth in the Electronic Code of Federal Regulations), a credit hour will be defined as not less than one clock hour of classroom or direct faculty instruction and a minimum of two clock hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time.

At least the equivalent amount of work will be required for other credit-bearing academic activities, including studio, laboratory work, internships, practica, independent studies, and other academic work leading to the award of student credit hours.

Example:

A 3-credit course would require students to complete the equivalent of 45 hours of in-class work and 90 hours of out-of-class work, per semester.

How many credit hours should a student be enrolled in? The standard course load for a full-time student is 15 credits. You must carry a minimum of 12 credits per semester to be considered a full-time student, but you can register for up to 17 credits during the initial registration period. To graduate in four years you must successfully complete at least 15 credits per semester.

How is a GPA Calculated? This is Eastern’s Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>highest grade possible</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
</tbody>
</table>
C  2.0
C- 1.7
D+ 1.3
D  1.0  minimum passing performance
F  0.0  failure, no credit
I* 0.0  Incomplete*
CR 0.0  credit, no quality points
NC 0.0  no credit, no quality points
AU 0.0  no credit, no quality points
W  0.0  withdraw, no quality points

*I* is changed to “F” by the Registrar if the instructor has not submitted a grade by the end of six weeks in the first full following semester.

1. First add up the total hours attempted and total grade points earned...

   For Example:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 hours</td>
<td>A (4.0)</td>
<td>16.0</td>
</tr>
<tr>
<td>3 hours</td>
<td>B+ (3.3)</td>
<td>9.9</td>
</tr>
<tr>
<td>5 hours</td>
<td>C (2.0)</td>
<td>10.0</td>
</tr>
</tbody>
</table>

   12 hours  35.9

2. Then divide the total grade points by the overall hours.

   35.9/12 = 2.99 GPA

   The formula’s:
   GPA X Hours = Grade Points
   Grade Points / attempted Hours = GPA

* Thanks to University of Utah for this calculation picture!
**What is an appeal?** An appeal is any request made by a student at Eastern to bypass a regular policy or procedure.

- **General Appeal**—this may include how many credits may be taken in a semester, or how to bring in credits from a school outside of Eastern.

- **Grade Appeal**—this is an appeal that has to do with contesting a grade received in a course.

**What’s a SAP plan?** Satisfactory Academic Progress. The SAP Policy at Eastern Connecticut State University (Eastern) applies to financial aid recipients only. The policy is based on federal guidelines that require each college and university to ensure that student aid recipients are progressing through their academic programs at an acceptable pace while maintaining an acceptable cumulative grade point average. *This policy is separate and apart from other academic policies at the university.*

The SAP Policy includes three standards that must be met in order for a student to receive aid from the financial aid programs listed below. Students failing one or more of the standards receive one warning term before their aid is suspended.

**SAP Standards**

- **Grade Point Average (GPA) Standard:**

  Undergraduate students are expected to maintain a cumulative grade point average of:

  1.8 or higher with up to 30 credits attempted,

  1.9 or higher with 31 to 45 credits attempted, and,

  2.0 with greater than 45 credits.

  Graduate students are expected to maintain a minimum grade point average of 3.0

- **Pace of Progression:** Undergraduate and graduate students are expected to successfully complete at least 67% of the credits attempted from term to term. This percentage can be negatively affected by incompletes, withdrawals and repetition of credits. Transfer credits accepted toward an Eastern degree will count as both attempted and earned credits in calculating this completion rate.*

- **Maximum Time Frame Standard:** While a four-year timeframe for degree completion should be the goal, undergraduate students are required to have completed a bachelor’s degree from Eastern within six years or once they have attempted 180 credits (includes transfer credits and represents 150% of bachelor’s degree 120 credit hour requirement). Graduate students are required to have completed a master’s degree from Eastern within three (3) years or once they have attempted 150% of the credits (includes transfer credits) required for their academic program. **

*Repeated Courses*: All repeated course work affects Satisfactory Academic Progress calculations. A repeated course and the original attempt must be counted as attempted credit hours and will count toward the student’s maximum time allowance.

**Maximum Time Frame**: A student may receive financial aid for attempted credits that do not exceed 150 percent of the published credit hours of the student’s academic program at the University (i.e. if a bachelor’s degree requires 120 credits for completion, the student must complete the program with no more than 180 attempted credit hours). This 150 percent rule applies consistently to students who have transferred, changed
majors, repeated courses, seek a dual major or a second degree. While it also applies to students who come to Eastern to seek a second degree, in such cases, the student’s previous credits applied to the degree and required courses at Eastern will guide the determination of Maximum Time Frame.

Financial Aid Awards Affected by SAP Standards

- Federal Pell Grant*
- Federal SEOG
- Federal Perkins Loan
- Federal Direct Stafford Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan
- Federal Direct Grad PLUS Loan
- Federal TEACH Grant
- Federal Work Study
- Federal Veterans Educational Benefits+
- Designated State Scholarship and Grant Programs
- Designated Alternative/Private Loan Programs
- CT Aid to Public College Students Grant
- CT Capitol Scholarship
- CT GEAR UP Scholarship
- CT GEAR UP II Scholarship
- Governor’s Scholarship Program Scholarship
- Governor’s Scholarship Program Grant

* As of July 1, 2012, first-time Federal Pell Grant recipients are limited to 12 semesters of scheduled awards. Awards received will be tracked by the US Department of Education and students are required to meet the financial aid SAP standards to receive other awards regardless of whether they have received the maximum number of scheduled Pell Grant awards.

+ Eastern reports failure to achieve SAP to the Veterans Administration (VA), but the VA determines whether Veterans’ Benefits will be withheld.

SAP Review Process

After each term’s grades are posted, the Financial Aid Office reviews the academic records of financial aid recipients before disbursing aid for the upcoming semester. The aid of students who meet the academic standards required by the policy will be disbursed.

SAP Warning

When a student fails to meet one of Eastern’s SAP standards, an SAP Warning notification will be sent by email and regular mail and this student will be eligible to receive financial aid for the next term. If, at the end of the SAP Warning term, the student is meeting the minimum requirements of SAP, the SAP Warning is lifted and the student will receive aid for the following term.

Students who fail to achieve SAP during the SAP Warning term will be ineligible for financial aid in the subsequent term or until such time as they again meet the requirements of SAP. A student may appeal (see below) this loss of aid and, if the appeal is approved, the student will be placed in the SAP Probation status and financial aid will be reinstated. Should an appeal be denied, financial aid will be cancelled for the next term.
SAP Probation

Being placed in the SAP Probation status means that a student has successfully appealed the loss of aid for the term following an SAP Warning term. The student’s aid is reinstated and the student is notified by email and regular mail about being placed in this status. The student may be required to fulfill specific terms and conditions as established by an Academic Plan, which could include, among other things, taking certain courses, having a reduced course load, earning a certain number of credits and/or achieving a certain grade point average. At the end of the SAP Probation term, the student must meet the requirements of Eastern’s SAP Policy and/or the requirements of the Academic Plan, in order to continue receiving financial aid. If the student achieves well enough to meet Eastern’s SAP Standards, their status will also be changed to “satisfactory”. Otherwise the student will again lose eligibility for financial aid.

SAP Appeal

If extenuating circumstances exist which contributed to the student’s failure to meet one of the above SAP Standards, a written appeal may be submitted. Examples of extenuating circumstances which might be grounds for an appeal include, but are not limited to, a divorce in the family, unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of the student, the student being victimized in a violent crime or difficulty balancing the demands of college, work and family. The appeal must address, and document where appropriate, these extenuating circumstances, describing: Why the student failed to achieve SAP and what has changed that will allow the student to achieve SAP during the next academic term. The appeal form is available on the Financial Aid Website and must be submitted to the Financial Aid Office of failure to achieve SAP standards. All responses to appeals will be made via the student’s Eastern email account as soon as possible after appeal and documentation are submitted.

Questions regarding the SAP Policy requirements and/or process should be directed the Financial Aid Office via email at financialaid@easternct.edu and/or by calling (860) 465-5205. Members of the financial aid staff are available to assist Monday – Friday from 8:00 am – 5:00 pm.

Can a student take a course outside of Eastern? No. (Just kidding; wanted to be sure you were reading this!) There are circumstances in which Eastern will allow students to take courses at another college or university. However, a special request must be made to do so. To find the form, see the Advising Center’s website.

What does it take to graduate from Eastern?

To graduate with a bachelor’s degree from Eastern, students must meet the following criteria:

1. Accumulate an overall grade point average of at least 2.0.
2. Complete the Liberal Arts Core Curriculum.
3. Fulfill the requirements for an academic major.
4. Fulfill all levels of the University Writing Program Requirements.
5. Complete at least 60 credits in courses at the 200 level or above, of which at least 30 credits must be on the 300 or 400 level.
6. Fulfill the residency requirement.
7. Earn a minimum of 120 credits.
8. Fulfill the Foreign Language Requirement, unless met upon admission.

The responsibility of fulfilling graduation requirements rests with the student. Because the Eastern curriculum is dynamic and constantly evolving, requirements may change over time. However, students
must meet all requirements of the catalog which is in force at the time of matriculation in a degree program.

**Assignment/Points:**

Now that you have the lingo down, quiz your student and see if they know what the words mean. For everyone, up to 5, they get correct, yourself a point.

Ask your student to calculate his or her GPA using the formula here. If you get a response, add 5 points.