

Getting Started: Classroom Policies and Resources for Student Success

Dr. Jill Simons
AVC Academic Services
Dean, University College
jsimons@astate.edu



CLASSROOM EXPERIENCE

ADMISSION (Average ACT – 24).

- Unconditional Admit ACT 21 & HS GPA 2.75
- Admitted through TS ACT 19 & HS GPA 2.30
- Concurrent Enrollment
- Transfer Students
- International Student
- Graduate Students

FIRST YEAR RETENTION = 79%

OVERALL GRADUATION RATES = 53%

STUDENT SUPPORT STRUCTURES

PRIMARY ADVISORS

- Transition Studies
- Wilson Advising Center
- Department/College
- Faculty Advisors (Graduate level)

SUPPLEMENTAL ADVISORS

- Athletics
- Student Support Services
- Honors

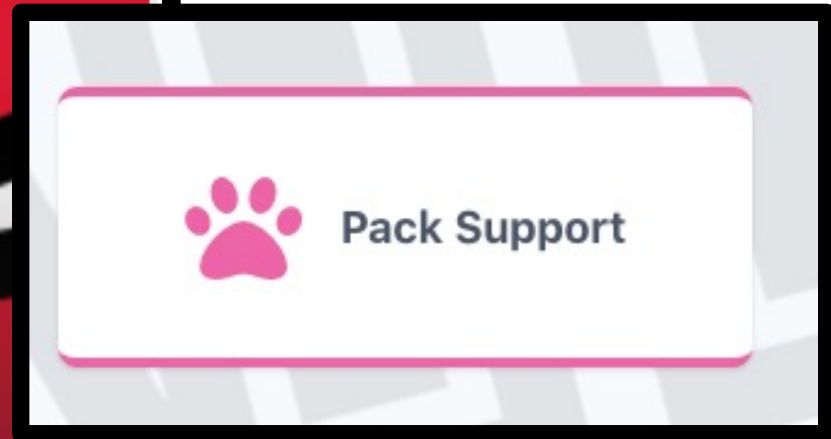
FIRST YEAR EXPERIENCE

STUDENT SUPPORT STRUCTURES

- Access & Accommodations Services
- Career Services
- Counseling Services
- Learning Commons
- Health Center
- Honors College
- Pack Support
- Student Support Services (TRiO)
- Student Life
- Transition Studies
- Wilson Advising Center

PACK SUPPORT REFERRAL SYSTEMS

packsupport@astate.edu



ATTENDANCE POLICY

Lower Level Courses (1000 and 2000)

Students enrolled in freshman or sophomore level courses may miss **no more than twice the number of sessions** that would normally be scheduled during a week (MWF = 6; MW or TR = 4; once per week = 2)

- Students enrolled in 3000 and 4000 level courses will not be assigned a grade of F solely for excessive absences unless FN grading applies
- Graduate Level - Attendance policy is established by the faculty of record. However, WN grade does apply to all graduate and undergraduate courses

UNIVERSITY SPONSORED EVENTS

Students participating in these events will not have those days counted against their available absences and will be given reasonable opportunities to make up missed assignments and exams.

- Athletic, Band, Debate events, etc.,
- Allow students to complete assignments early, or upon return with a reasonable date for completion
 - Do not “drop lowest exam grade” for students on sponsored events when other students get to take the exam and drop their lowest exam grade
 - Do not count missed class time due to a sponsored event against a student’s attendance and/or participation grade

MID-TERM GRADES

- Required for **all freshman and sophomore level students** (NOTE: 3000/4000 courses may have lower students which will be noted on the roster)
- Optional for junior, senior and graduate-level students (encouraged)
- Mid-term grades serve as critical feedback
 - Assign the grade that has been earned, not a “feel good” grade so that students understand where they actually stand in terms of their grade
 - Give more than one graded assignment before mid-term so students can gauge their progress

ACADEMIC MISCONDUCT

- Faculty report incident via online portal in MyAState
 - Includes an issued sanction
- Student meets with AAR representative to discuss their action and sanction
- Student can deny responsibility and request university hearing
- Faculty are informed of all actions.



**Academic Misconduct
Reporting**

GRADE OF INCOMPLETE - "I"

- A grade of "I" is appropriate when a student is unable to meet all course requirements for reasons beyond his/her control, i.e., illness of the student, or serious illness or death in the family, or extended research projects at the graduate level
- Faculty member and student must sign the Request for Incomplete Grade Form that specifies the timeline for completion, work to be completed, etc. The form is available on the Registrar's website.

FINAL EXAMS

Final exams are to be given on the date and time indicated on the final exam schedule posted on the Registrar's website

- Late submission of grades impacts student scholarships and financial aid; ability to compete in sporting events such as bowl games; academic standing; etc.
- Graduating senior grades must be provided by the date/time specified before other grades are due (graduating seniors will be identified on your rosters at the end of the term)

INCLEMENT WEATHER POLICY

- In extreme circumstances determined by the Chancellor, the University may close due to inclement weather situations.
- Regional and local news media will publicize the closing: KAIT-TV 8, A-State Web Page; Local Radio Stations; A-State Emergency Alerts
- Sign up for A-State Emergency Alerts in “MyAState”
- Commuter students are encouraged to use good judgment. Please note weather conditions varies considerable. Students are responsible for missed assignments during inclement weather within a time frame to be determined by the professor

TEXTBOOKS & COURSE MATERIAL

Federal and state law govern specific dates for textbook orders for the fall, spring, and summer terms:

- Spring semester textbooks are due **October 15** & Summer and Fall semester textbooks are due **March 15** to the A-State Bookstore. Specific instructions are provided to faculty in advance of these dates
- Faculty are encouraged to utilize low-to-no cost course materials. Open source, electronic and other formats are the least costly for the student

FACULTY ROLE IN STUDENT SUCCESS

YOU ARE NOW THE CAMPUS EXPERT

- Understand the culture within your major/college
- Be observant in the classroom. Get to know names and additional information
- Be transparent about performance expectations, your preferred learning behaviors, and interactions
- Be familiar with A-State support structures & frontload student support avenues in class material
- Provide feedback. Utilize Starfish early feedback system
- Help students make a deep connection to coursework and their life goals
- Take “5” at beginning or end as a check-in/assess/nonacademic conversations

Provost Office #2030

- Dr. Alan Utter, Provost
- Dr. Karen Wheeler, Senior Associate Vice Chancellor
- Dr. Jill Simons, Associate Vice Chancellor, Academic Services
- TBA - Assistant Vice Chancellor, Assessment and Accreditation
- Dr. Tara Burcham, Associate for Administration
- Ms. Kathy Hicks, Director of Budget and Planning
- Ms. Elizabeth Wakefield, Data Analyst
- Ms. Tiffany Keb, Research Analyst
- Ms. Madeline Prescott, Research Assistant
- Ms. Ann Baker, Administrative Assistant