

Appendix A: Procedures for Academic Success

This addendum is proposed as an addition to the syllabus and to the Faculty advising guide. Information is provided about procedures to follow when conferring with a professor or advisor when academic difficulties arise.

1. Students should immediately contact a professor when missing a class or when issues prevent regular class attendance.
2. Students who miss the deadline for dropping classes can discuss the possibility of a grade of "I" with the professor rather than failing the course. The agreement must be made between the professor and the student. There is a one-year time limit to make up the work when an "I" is given.
3. Students will be advised to immediately email, call or visit an advisor or the professor in the class when there are extenuating circumstances to discuss the options for completion of a course.
4. The information on pages 1-5 of this addendum will provide alternatives for students who have received a grade of "D" or "F" in coursework and wish to improve their grade point average.
5. The information on page 6 focuses on the steps a student should take for the advising process.