



**WELCOME TO WESTCONN**

---

**AND**

**THE SCHOOL OF PROFESSIONAL STUDIES**

**ACADEMIC PREPAREDNESS MANUAL FOR NEW STUDENTS**

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It is hoped that the information contained in this guide serves you well as you begin your successful academic career at WestConn. Much of the information is credited to WestConn's former Dean of Freshman, Dr. Arlene Kreinik. Besides the information in this manual, please become familiar with the information in the WestConn Undergraduate Catalog and Student's Rights and Responsibilities Handbook.

## TIPS FOR SUCCESS

Your goal at WestConn is to succeed in your academic studies, as well as become a well-rounded, ethnically responsible and productive member of a global society with respect for the dignity and rights of others. In order to succeed, you should first ask yourself some questions. **First, what is your definition of success? Second, how do you achieve success? Third, how hard will it be in order to become successful?**

Assume responsibility.

Learn time management skills and keep track for course project deadline dates.

Use a calendar to plan for your studies and course project deadlines.

Prepare for Murphy's Law....copier breaks down, hard drive crashes, etc.

Set realistic goals.

Define your own measure of success.

College is not a contest. You don't have to compete with anyone else for your grade. Learn at your own pace and don't feel intimidated or feel inferior if you don't understand something for the first time around.

Be on time to class and sit in the front.

Attend all your classes for when you miss a class, it's difficult to get back into the groove.

Read all your assignments before you attend your next class.

Understand that classes will require lots of reading and many, many hours of hard work.

Many professors don't assign "homework", they expect you to follow and keep up with the course syllabus.

Take notes in outline form, it helps when it's time to study for a test.

Get to know your instructors, know their names and where their offices are located.

Pay them a first visit so they know who you are and pay them visits at any time you need their assistance.

Ask questions when you do not understand. Try not to be intimidated by the faculty and staff. Believe it or not, they were freshman once upon a time.

Start papers early enough so the first drafts are completed a few days before papers are due.

Let your course instructor know if you are sick and have to miss a class or exam (e.g., e-mail, phone the course instructor or a fellow student).

Turn off your cell phones before class and no text messaging during class.

Go to the Health Center if you are sick.

Go to the Counseling Center if you need to talk with someone or if you are a person who panics in test taking.

Know the requirements for your academic major or any changes in these requirements.

Learn how to plan and manage your time. Last minute cramming and all-nighters do not work.

Turn in all your work on time!

Find out where you work best – the library, dorm room, student center, and always have something with you to work on.

Know when you're in trouble and where to go for help (i.e., Academic Advisor, Learning Centers, and Counseling Center).

Get to know and use your Academic Advisor.

Learn your degree program's requirements and keep track of your courses (i.e., program sheets).

Take responsibility for your study habits, no one will do the work for you.

Know yourself and use your strengths to help accomplish your goals.

Don't burn yourself out.

Eat well, exercise regularly and get enough sleep or it will catch up with you if you don't.

Learn how to work in student teams or groups.

## STUDENT SUCCESS AT WESTCONN

**FIRST**, go visit each of your **course instructors** during one of their weekly office hours posted on their doors, even if it is just to introduce yourself.

Then see your course instructors periodically throughout the semester to answer any questions about the material covered in class, or to discuss the assigned class project.

**SECOND**, see your **academic advisor** during one of their office hours posted on their doors.

**THIRD**, during the semester get to know your **department chair** and your **school dean**.

**At the first sign of any academic related difficulties**, utilize the following resources:

- Course Instructor
- Academic Advisor (or the Academic Advisement Center if you are an Exploratory Student)
- Learning Centers (Math/Computer Science, Study Skills, Writing)
- Peer Academic Support Services (PASS) in the Residence Halls
- Academic Resource Mentors (ARM) in the Residence Halls
- Department Chairs and School Deans
- Dean of Student Affairs
- Counseling Center/Tutorial Services
- Disability Services
- Health Services
- Career Development Center
- Campus Ministry

Each of these resources are described on the following pages.

**SCHOOL OF PROFESSIONAL STUDIES  
FALL 2006**

<b>DEPT</b>	<b>CHAIR</b>	<b>PHONE</b>	<b>OFFICE</b>	<b>SECRETARY</b>	<b>PHONE</b>	<b>OFFICE</b>
<b>EDUCATION</b>	Theresa Canada	78509	WS 250	Ana Cangialosi	78510	WS249
<b>HEALTH PROMOTION &amp; EXERCISE SCIENCES</b>	Jody Rajcula	78688	BH 230a	Mary Koch	78612	BH 230b
<b>NURSING</b>	Karen Crouse	79061	WH 107a	Kathy Barber	78556	WH 107
<b>SOCIAL WORK</b>	Robert Veneziano	78678	WH 101a	Katie Koulogianis	78410	WH 101

WS = Westside Classroom Building  
 WH = White Hall  
 BH = Berkshire Hall

## **ACADEMIC ADVISOR AND ADVISEMENT**

### **Academic Advisor**

Every student, who has been admitted to the University, has an academic advisor assigned to them. You will receive the name of your advisor either through the mail prior to your beginning at WestConn, or in the beginning of your first semester. If you have declared a major area of study, you will be assigned a faculty advisor from the department in which your academic major is located. If you have not decided on a major, you will be assigned an advisor in the Academic Advisement Center (see below).

### **How To Find Your Advisor**

If you do not know who your advisor is, you can easily obtain this information from one of the following sources:

- The Department Chair of your academic major
- The School Dean's Office of your academic major
- Academic Advisement Center
- Or you can check on your student record on the web by going to <http://online.wcsu.edu/login>. Enter your User ID (your ID number) and your Student PIN. Click Login. It will ask you to re-enter your PIN and click Login again. Click on Student Services. Click on Check Your Status. Select the Term (usually you can leave it as whatever already appears on the box). Click on Submit Term. Scroll down to the information at the bottom of the page under Curriculum Information. Your advisor will be listed.

### **What Is Academic Advising?**

Academic advising is a very important part of your successful academic career. Your advisor is here to help you. Your academic advisor is available to help you complete your program of study both successfully and in a timely manner. But remember that this success also depends on you because advisement is a two-way street! Academic advising is a service through which faculty members and Advisement Center staff help students select, plan, and complete academic programs and explore graduate, professional, and career options for their lives after college.

## **When To See Your Advisor**

You should see your academic advisor during their weekly posted office hours. Each academic advisor posts their office hours on his/her door. The department's main office also has the schedule of your advisor's office hours. You can also email your advisor (last name, first initial @wcsu.edu). If you have any difficulties seeing your advisor, you should contact your department chair (or their secretaries), and then the School Dean's Office.

## **You Should See Your Advisor For Help With:**

- Changing a major
- Questions regarding major requirements
- Pre-registration planning of coursework
- Questions about policies and procedures.

Undeclared students (i.e., Exploratory Students) should also see advisors for help with exploring potential majors and declaring a major.

## **Your Advisor Is Expected To:**

- Guide you in accomplishing your educational goals, or for those without a major, assist you in clarifying your interests and academic strengths to help you declare a major.
- Assist you in selecting courses that meet general education and major requirements. If you are an Undeclared student, the advisor will help you select courses that meet both general education requirements and enable you to explore various fields of study to determine where your interests may lie.
- Give you accurate and up-to-date information on programs and services, as well as policies and procedures at the University.
- Refer you to other services at the University as needed.

## **You Are Expected To:**

- Go see advisor when you need assistance.
- Schedule and arrive on time for appointments with your advisor.
- Follow through on actions discussed with your advisor.
- Bring necessary materials to appointments (i.e., registration materials, program sheet, most recent copy of your college transcript, etc.).

- Become familiar with University policies, procedures, programs, and services with the help of your advisor.
- Take responsibility for your education and work toward clarifying and pursuing your goals.

### **Advisement Is A Two-Way Street**

***Problems don't go away when you ignore them, they only get worse.*** Usually there are more options available to correct or improve a situation the earlier you address it. The earlier you go to your advisor for advise and guidance, the more likely the problem can be resolved.

***You are responsible for your academic progress.*** Your advisor acts as your guide, but it's up to you. You have to be responsible for your education and working toward clarifying and pursuing your goals.

***Don't expect your advisor to be in their office at 5 p.m. on a Friday.*** Keep in mind faculty advisors see many students, prepare for classes, and teach classes. So, don't wait until the last minute to see your advisor.

***Advisors can describe logical options*** for your circumstances and your aspirations, and give you the information you need to make informed decisions. The final decisions are up to you.

### **Academic Advisement Center (AAC)**

The Academic Advisement Center has up-to-date information on all academic programs within the University, and will assist you with the important decision of choosing your major or changing your major, as well as with general academic concerns. Advisors at the AAC also answer questions regarding academic policies and procedures, and make the appropriate referrals to other University services and departments to help you find the information you need. The AAC may be reached by phone at 203-837-8397 located in Higgins Hall #214B.

## OTHER RESOURCES

### **Learning Centers**

The Learning Centers at WestConn are three professionally staffed, independent labs where students can work one-on-one with staff members and/or student tutors in a friendly, supportive atmosphere.

**The Math/Computer Science Clinic** (105 Berkshire Hall, 837-9244) helps students overcome math anxiety, and improve their math or computer science skills.

**The Study Skills** (104 Berkshire Hall, 203-837-9245) provides assistance to students who need help in reading, outlining, note taking, studying, time management, test taking research, and word processing. The lab also provides help in some introductory courses.

**The Writing Lab** (106A Berkshire Hall, 203-837-8728) is a place where students can get professional help with all aspects of their writing: grammar, development, style, organization and mechanics.

### **Peer Academic Support Services (PASS)**

WestConn students with a high academic grade point average (GPA) volunteer as tutors to fellow students in the Residence Halls.

### **Academic Resource Mentors (ARM)**

WestConn students with a high academic grade point average (GPA) are paid to serve as in-residence hall resources to fellow students who do not know where to go for help or just need a friendly ear to hear their concerns. ARM's work closely with volunteers in the PASS Program, and also hold office hours in the residence halls to assist students.

## **School Deans**

School Deans deal with all the academic aspects of the departments and their students within their School. Deans are available to direct students to the various resources on campus.

- Dean of the School of Arts & Sciences (203) 837-9401 located in Warner Hall #300
- Dean of Ancell School of Business (203) 837-8521 located in Westside Classroom Building #376.
- Dean of the School of Professional Studies (203) 837-8576 located in White Hall #123.

## **Department Chairs**

These individuals are faculty members who manage their departments on a daily basis. For any concerns a student has regarding a course instructor or advisement, students are recommended to make an appointment with an appropriate department chair.

## **Dean of Student Affairs**

The office is located on the third floor of Old Main. The goal of the Office of Student Affairs is to help you get involved. The Office of the Dean of Student Affairs can point you to ways to enrich your college life that go beyond the classroom and into the University and the community at large. The Division of Student Affairs consists of the following departments: Athletics/Recreation, Campus Ministry, Career Development, Health Services, Residential Life, Office of Minority Affairs, Counseling Center, Pre-Collegiate programs, Student Center/Student Life. The Office of the Dean of Student Affairs may be reached at 203-837-9700. All other offices have individual telephone numbers as seen below.

## **Health Services**

The University Health Services' office is located in the front of Litchfield Hall. Health Services provides treatment for illnesses, injuries, and other health related problems. It offers treatment for gynecological problems, men's health problems, and diagnosis and treatment of sexually active diseases. Information and prescriptions for birth control, counseling in nutrition and general health, referrals

to area specialists, laboratory services and loan of some medical equipment, such as crutches, are also provided.

**Students should bring their health insurance information with them each time they visit Health Services. Services are provided to full-time students only.**

For more information call 203-837-8594 or visit them online at <http://www.wcsu.edu/healthservices/location.htm>

### **Career Development Center**

The Career Development Center provides a wide range of free services to WestConn students of all majors seeking assistance in career-related areas. Among the CDC's many offerings are: Career Planning and Placement, designed to offer students help with job search, resume and interviewing strategies; Cooperative Education and internships designed to offer students practical work experience closely related to their academic major; and Career Development Workshops on many specialized career development and job search topics. The CDC also has a career library, a computerized career guidance system, an electronic resume and job referral system, information on part-time jobs, and much more. The Center is located on the second floor of the Student Center and may be reached by phone at 203-837-8263.

### **WCSU's Substance Abuse Prevention Program**

The Substance Abuse Prevention Program at WCSU is called CHOICES (Cultivating Healthy Opportunities in College Environments). We believe that all students want to succeed both academically and fulfill their potential during their college years. When substance abuse gets in the way, it can seriously derail those dreams. The goal of the office is to: provide resources, information and services that will help students make informed and responsible decisions about the use of alcohol and/or drugs, to collaborate with student organization, faculty and staff in planning exciting, alternative activities that promote healthy lifestyle choices, and to work with students in creating positive changes on campus and reduce underage and binge drinking.

The CHOICES office provides accurate, current information on alcohol and other drugs, conducts individual screenings and assessments for students on a voluntary or referral basis, refer students to counseling and support services on and off campus, provide support for any student who is concerned about someone else's use/abuse by advising ways they can make a difference, plan educational workshops

and presentations for residence halls, clubs, Greek Life and athletic teams and run support groups for students who are trying to make positive changes in their lives.

All services are confidential and we encourage all students to participate in our programs, activities, the Alcohol Task Force and Choices Peer Educators Program throughout the year. For more information, please call (203) 837-8898 or stop by Litchfield Hall room 101, Monday through Friday 9:00 am through 5:00 pm.

### **Counseling Services/Tutorial Services**

The Counseling Center offers confidential, short-term, multi-cultural counseling for personal, career, and academic concerns. The staff of professional counselors also offers interest and personality inventories to help students select a major or choose a career path. Outreach and group sessions are held on topics of interest to students, and the Center can facilitate new support groups for special populations on specific topics needed. Counseling Center services are available at no fee to all current WestConn students. The Center is open from 8:30 a.m. to 4:30 p.m. weekdays and is located on the second floor of the Student Center, Room 222. You may call 203-837-8690 for further information.

### **Disability Services**

The Office of Disability Services directs and coordinates services that have an impact on the educational experience of students with disabilities. Some of the services provided are: advocacy, early registration, confidential counseling, an empowerment group, complaint processing, accommodation planning and referrals, student referrals to other University support services, exam proctoring, accessibility, and other services. For further information, contact Disability Services at 203-837-8284 or 203-837-8278. The office is located on the first floor of Old Main.

### **Campus Ministry**

Christian Ministry (203) 837-8328

Catholic Campus Ministry (203) 837-9225

The campus ministry offices are located on the second floor of the Student Center.

Newman Center (203) 744-5846

The Newman Center is located on Eighth Avenue.

## **PROGRAM SHEET: YOUR ACADEMIC GUIDE**

During your orientation with your department, you should have received a program sheet if you have declared a major. If not, program sheets are available in appropriate department's main offices, School Dean's offices, the Admissions Office and the Academic Advisement Center. The program sheet is a checklist of the requirements for earning a degree in a particular major. Each major has its' own set of requirements. Think of the program sheet as your roadmap to graduation. The best way to keep track of the progress you are making in your academic program is to maintain and regularly update your program sheet. This way, you can see exactly what major and general education requirements you have or have not fulfilled so far.

When meeting your department advisor, you may review the program sheet, as well as discuss and plan for future semesters. Keep in mind that many programs follow a very specified "map" to completion of the major. Courses vary in when they are offered (e.g., every other semester or alternate years) and what sequence you need to register for specific courses. The best way to keep track of this information is to look in the undergraduate course catalog and to discuss it with your advisor.

### **WHAT IS ACADEMIC MAJOR?**

An academic major is an approved course of study, focusing on a selected field leading to a degree. All students must select an academic major by the completion of 60 credits.

#### **Choosing A Major**

This is your chance to learn about all kinds of interesting things, so have an open mind! For undeclared students, as well as all other students, the general education courses required at the University are a means for learning about many different areas of study. With clear planning and the help of your academic advisor, you may choose courses that meet general education requirements and at the same time will also enable you to discover and explore interests before declaring a major.

## **Changing A Major**

It is very common for students to come to the University thinking that they will major in any number of particular fields. Once here, they come to realize that the major is not really for them.

### **In order to change your major, you must:**

- Contact the chairperson of the new department to set up a time to discuss the new major and its requirements. If there is no problem with entering the new major (e.g., some majors require a certain GPA or grade point average), the department Chairperson will sign you change of major form and assign you a new advisor.
- The Change of Major form is available from the new department or from the Academic Advisement Center and from the Deans' Offices.

## **“Major” Misperceptions**

### **Misperception: Picking a major and career are basically the same thing.**

When students talk about choosing a major, they often mean choosing a career. Although these two choices can go hand in hand, choosing one does not automatically mean you have chosen the other.

For example:

- Some people assume that students who major in the arts, humanities or social sciences are either not qualified for any job or qualified only for careers in those specific areas. Actually, students who earn degrees in theater, history, and psychology find jobs in business, research, human resources, teaching, and a variety of other occupations.
- Many students who decide on a career in law automatically assume that they should major in pre-law, political science, or justice and law administration. The reality is that a student can choose any major and still be accepted into a law school. A student majoring in biology, for example, might be planning a career in environmental law, while a student majoring in business might be interested in corporate law.

### **Misperception: Choosing one major means giving up all the others.**

There are a variety of ways for students to combine their interests in more than one major. It is possible, for example, for students to complete multiple majors or sequential degrees (See later section). WestConn also offers many different minors, which often can be completed in little or no extra time, or credits (See later section).

Sometimes students who investigate the requirements for combining majors/degrees decide instead to complete just one undergraduate degree and then go for a master's degree. Post-baccalaureate degrees do not have to be in the same area as undergraduate degrees. A student who earns a bachelor's degree in music, for example, might go on to earn a master's degree in business administration. A student with an undergraduate degree in math might go on to earn a post-baccalaureate teaching certificate or a master's degree in computer science.

**Misperception: The major I pick now will determine my lifelong career.**

Studies have shown that within ten years after graduation most people are working in careers that are not directly connected to their undergraduate majors.

Just as some students change their minds about their majors, some graduates change their minds about their careers. There are physicians, for example, who decide to become lawyers, and lawyers who decide to become physicians. More commonly, however, people change their jobs while remaining in a related occupational field. A teacher for example, might become a principal or a superintendent within a school district, or an engineer might move into management position in an engineering firm.

Jobs also change over time. Many of the jobs that exist today will be performed in very different ways five years from now, or may even be obsolete by then. New types of jobs are emerging every year, and most of us have no way of knowing what those jobs may be or what type of education will be needed in order to qualify for them. As a result, the current emphasis in career planning at the undergraduate level is on the development of general, transferable skills (i.e., writing, speaking, computer, problem-solving, team-building skills) that employers want and that graduates will need in order to adjust to rapidly changing careers.

WestConn's Career Development Center is an excellent resource to explore career options. (Student Center, Room 227)

**Double Majors**

Any WestConn student who wishes to fulfill the requirements for more than one academic major may do so. Both majors will be listed on the student's transcript. However, only one degree will be awarded. If you qualify for more than one degree, e.g., both a Bachelor of Arts and a Bachelor of Science, you must notify the Registrar's Office as to which degree you wish to receive at commencement.

You are responsible for fulfilling the requirements of both majors, as well as the general education requirements for each major.

## **Minors**

A minor requires 17-20 credits in one area of study, as specified by each department. For most minors there are specific course requirements, so please consult the Undergraduate Catalog for the particular area in which you are interested. You may also wish to consult with the chairperson of the department in which you wish to minor. He or she may have additional suggestions on the best course of study for your particular educational and career objectives.

## **CREDIT LOAD**

### **Load Versus Academic Credit**

Each course that you register for carries a given number of load credits. This is determined by the number of hours the course meets, and the type of course it is (e.g., studio, lecture, lab). You may note in your registration booklet that certain courses do not count toward satisfying degree requirements. In other words, they carry load credit but not academic credit. The number of load credit for which you are enrolled determines your full or part-time status and tuition costs. When you receive your schedule and your final grades, you should note that academic credit is listed, no load credits. Load credit is also what is considered for determining whether you are full-time or part-time for housing and financial aid, while academic credit counts toward meeting degree requirements.

### **Full-time Student and Full-time Status**

Full-time students must carry a minimum of 12 credits/semester.

- Standard Full-Time Credit Load: 15 credits/semester, usually five, 3-credit courses.
- Maximum Credit Load: 17 credits/semester  
You may apply for an “overload” more than 17 credits with the Dean of your School. Remember that a heavy load may put you at academic risk.

Part-time students carry fewer than twelve (12) credits per semester.

## **Financial Aid and Student Enrollment Status**

If you plan on dropping or adding a course and you have financial aid, be sure to check whether this will change your status (full-time or part-time). Such a change could affect your continued eligibility for certain types of financial aid. If you have questions, contact the Financial Aid Office on the first floor of Old Main, at 203-837-8580, or visit them on the Web at [www.wcsu.edu/finaid/info](http://www.wcsu.edu/finaid/info).

## **Credit By Examination (CLEP)**

WestConn is a center for the College Level Placement Examination Program (CLEP). Through work experience, reading, or other activities you may have acquired information similar to that taught in some of the introductory, college courses. If you can demonstrate this knowledge on a standard test, college credit may be earned without your having to attend class.

The University uses about 25 different examinations to award college credit. Each examination is equivalent to one or more courses taught at WestConn. To earn credit, you must demonstrate knowledge equal to that of a student who has taken the course and received a grade of “C” or better. Some examinations are restricted to those students who have accumulated no more than 45 semester hours toward graduation. Permission from your academic department may be required for certain other examinations. Please contact the Director of Student Life (203-837-8494) or the Counseling Center for a current policy brochure detailing requirements, restrictions and a list of examinations. For more information on registering for examinations, contact the Office of Student Life, located in the Student Center (Room 220), at 203-837-8415

## **Student Standing Determination**

The total number of credits you have completed determines your year in school:

### **1<sup>st</sup> Year Student**

1<sup>st</sup> semester – fewer than 15 credits

2<sup>nd</sup> semester – 15 to 29.5 credits

### **2<sup>nd</sup> Year Student**

3<sup>rd</sup> semester – 30 to 44.5 credits

4<sup>th</sup> semester – 45 to 59.5 credits

### **3<sup>rd</sup> Year Student**

5<sup>th</sup> semester – 60 to 74.5 credits

- 6<sup>th</sup> semester – 75 to 89.5 credits
- 4<sup>th</sup> Year Student**
- 7<sup>th</sup> semester – 90 to 104.5 credits
- 8<sup>th</sup> semester – 105 or more credits

## **GPA (Grade Point Average)**

### **What is a GPA anyway?**

Your GPA is your grade point average. This is the academic average of all grades (with some exclusions) you have received for all courses you have taken at WestConn. The way your GPA is calculated is as follows. Each letter grade you receive has a numerical equivalent, for example a B = 3.0 (see section on Grading System for the complete list), when this number is multiplied by the number of credits assigned to the course, you get the total number of quality point. For example, a grade of “B” in a three-credit course would earn you 9 quality points (3.0 x 3 = 9.0). Then, to arrive at your GPA you must divide the total number of quality points by the number of credits.

Please note that courses taken at WestConn in which you have earned an INC, P, FP, WFP, W, AUD, RP and RM (See later section on grading that defines these letters) do not carry quality points, thus so they do not affect your GPA.

Courses that are transferred to WestConn from another institution are not included in the determination of your GPA. If you fail a course and then repeat the course, both grades will appear on your permanent record and both the “F” and the second grade will be used in determining your cumulative GPA. This rule applies any time you repeat a course even if you did not fail it the first time.

### **Calculating Your Current GPA**

Both your semester GPA and your cumulative GPA (for all semesters) are listed on your transcript. It is important to know your current GPA and that which is required for your particular program (Refer to college catalog on Majors). You may look up your current and cumulative GPA on the Web using your Student PIN number.

## **Formula for Calculating GPA**

If you would like to calculate what grades you must earn to reach a certain GPA, you can use the formula explained below. First, you will need a copy of your current transcript, which you obtain on the Web. Also, you must know the GPA you wish to achieve (for example, a 2.0 to a 2.25 for Nursing, a 2.5 in Math and Science courses for Medical Technology, or a 2.8 for Education majors (See the section on Majors in this guide for further information).

$$\text{GPA, which you wish to obtain (GPA Hrs. completed) + GPA Hrs. Currently taking) = Quality Points Required.}$$

$$\text{Quality Points Required} - \text{Quality Points Already Earned} = \text{Quality Points Needed to Earn (to reach desired GPA)}$$

$$\text{Quality Points Needed to Earn/GPA Hrs. Currently Taking} = \text{Required GPA (credits in courses) currently taking.}$$

Example: Joe College has taken 51 GPA hours of course work. His current GPA is 1.7. He is taking 14 hours this semester and wants to know what he must receive in those courses to bring his overall GPA to a 2.0

$2.0 (51 + 15) = 132$  Quality Points Required

$132 - 86.7 = 45.3$  Quality Points Needed to Earn

$45.3/15 = 3.02$  Required Semester GPA in current course work to reach Desired Overall GPA.

What does 3.02 mean in terms of grades you have to earn? Using the example above, a GPA of 3.02 would require that you achieve Bs and at least one B+ in your present coursework.

## **GRADING SYSTEM**

### **GPA and Letter Grade Equivalent**

The following grades are used on academic records:

Grade/Quality Points/ Semester Hour	Grade/Quality Points/ Semester Hour	Grade/Quality Points/ Semester Hour	Grade/Quality Points/ Semester Hour
A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33

B	3.0	D	1.0
B-	2.67	D-	0.67
C+	2.33	F	0

When an “F” is received in a required major course, that course must be repeated. Regardless of the grade received upon completion of the repeated course, the original “F” will remain on your record.

### **Other Grade Options**

**INC = INCOMPLETE.** You may request an “incomplete” when course requirements have not been completed by the end of the semester. The form required to request an incomplete may be obtained from either the department’s secretary or the Registrar’s Office. The professor will specify what work will be needed and by what date it must be completed. The “INC” will be replaced by the earned grade when course requirements are completed, or changed to an “F” or the lowest grade specified by your instructor if the work is not completed.

**P = PASS.** A Pass in a Pass/Fail option course

**T = TRANSFERRED CREDIT**

**W = WITHDRAWN.** If you withdraw from a course by the withdrawal deadline, a “W” grade is issued. The “W” remains on your academic record, but does not affect your GPA.

**WF = WITHDRAWN FAILING.** If you withdrew from a course after the withdrawal deadline, or fail to “officially” withdraw from a class you leave, a “WF” is issued. The grade is equivalent to an “F”. Your instructor should inform you of his/her policy concerning withdrawal without penalty after the withdrawal deadline.

**WFP = WITHDRAWN FAILING.** The Withdrawn Failing grade is for Pass/Fail option courses, it does not affect your GPA.

**FP = FAIL** in a Pass/Fail course.

**RP = REPEAT.** A course for which you earn an RP must be repeated if the course is required for graduation.

**RM = REMEDIATE.** Course work must be improved to the level of “C” though additional work assigned by the instructor. Grades of “RP” and “RM” must be awarded as indicated in the University catalog. Instructors may vary in their evaluation of a student’s performance in competency-based courses.

## **Grade Reports**

Approximately nine weeks after classes begin, mid-term grade reports are issued. Although they are not recorded on your permanent transcript, they serve as your own progress report. It is wise to discuss grades of less than a “C” with your course professor or your academic advisor. If necessary, consideration should be given to withdrawing from a course before the withdrawal deadline. See the Registration booklet for the deadline by which a withdrawal without academic penalty may be made. Final grades received at the end of the semester are a part of your permanent record. Disagreements with the grade awarded should be handled through the professor as outlined in the Student Handbook and the University’s catalog.

## **GUIDELINES ON ACADEMIC INTEGRITY**

A student has an obligation to demonstrate honesty in carrying out his/her academic assignments. You may be found guilty of violating this obligation if you plagiarize or cheat.

### **Definitions**

1. **Plagiarism.** Plagiarism is presenting the work of others as your own. The “work of others” includes any work bought or borrowed from another students, as well as work copied from a book, magazine, newspaper, or other medium such as a web site. Participation in another’s act of plagiarism is itself an action of plagiarism. To avoid plagiarism, follow this advice from a research paper guide: “You should cite the source of every idea you have learned or formulated from your reading, whether you express the idea in your own words or quote the author directly. The use of two or more consecutive words from a source, when those words express the essence of a writer’s idea or involve distinctive phrasing, is considered a direct quotation and requires the use of quotation marks.”<sup>1</sup> Any material used from another source, whether quoted or paraphrased, must be footnoted.

You will find that many of your course instructors utilize a plagiarism prevention program, Turnitin.com, for examination of student’s writing assignments and papers.

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<sup>1</sup> Cummins-Slade, Writing the Research Paper: A Guide and Sourcebook, p. 122. Copyright ©1979 by Houghton Mifflin Company. Used by permission.

2. **Cheating.** If you use materials other than those approved by the instructor when taking test, or if you give or receive information during an examination, you are guilty of cheating.

## **Student Rights & Responsibilities**

As citizens, students enjoy the freedom guaranteed by the Constitution of the United States and the State of Connecticut and have the same duties and responsibilities, as do other citizens. Students are expected to comply with Board of Trustees' policies, as well as rules and regulations of the University. When a student ignores or fails to act in accordance with local, state and federal laws and regulations, the University has the obligation and right to institute appropriate disciplinary action. Students whose conduct is determined to be unacceptable will be subject to sanctions, following due process, which are commensurate with the gravity of the offense and in the best interests of the University community. The range of sanctions includes reprimand, restitution, disciplinary probation, suspension from residence halls, suspension from the University, expulsion from residence halls and expulsion from the University. Students suspended or expelled from the residence halls or the University are not entitled to a refund in any amount. Expulsion and suspension include disciplinary separations from all campuses of the University. Unacceptable behavior includes, but is not limited to, the following: cheating, plagiarism, forgery, obscene or malicious conduct, stealing, undue noise and disturbance, damage to property, disorderly and disruptive conduct; use, sale or possession of illegal drugs and narcotics, illegal possession of firearms, threats of violence, and physical injury to others.

The administration of discipline is handled by the Office of Student Affairs, which is authorized to hear and act on disciplinary matters. Procedural rights for students include proper identification of charges, hearings as needed and opportunity for appeal. The complete statement of "Student Rights and Responsibilities" can be found in the Student Handbook.

## **ACADEMIC STATUS**

### **Dean's List**

Eligibility for Dean's List each semester requires satisfactory completion of a minimum of 12 graded (standard option) semester hour credits with a 3.5 semester average. Also eligible are full-time students, whose minimum of 12 credits includes course work required in their program of study that must be taken with a

pass/fail option, excluding credits that do not count toward graduation, and whose semester and cumulative average are 3.5.

### **Academic Warnings**

Academic warning letters from the Schools' Deans are sent at the end of the semester to first semester first year students that have a grade point average between 1.70 and 1.99. This serves as a warning that the student is in danger academically, and that the student needs to meet with their academic advisor for assistance in how to raise his/her GPA to a 2.0 or above in the coming academic semester. Warning letters are also sent out each mid-semester if any WestConn student's mid-semester grade report shows D, F or INC (Incomplete) in any course work.

### **Academic Probation**

Academic probation letters from the Schools' Deans are sent at the end of the semester to first semester, first year students with a grade point average below 1.7, and to all other students with averages below 2.0. If you are placed on probation, it is suggested that you meet with your academic advisor to review program requirements, course selections, credit loads, and other pertinent information. At this time, your advisor may refer you to other helpful resources at the University for assistance such as: Learning Labs, Disability Services, the Counseling Center, or a tutor, which can be obtained through the Counseling Center.

The probationary period begins the semester following the one for which the letter of probation was first issued. The Dean will review your activities during the period of probation.

Probation is limited to one semester only, that is, probation is not typically extended to a consecutive semester. If you do not meet an acceptable average within the next semester, you are then suspended for academic deficiency. Students on probation should consider a semester course load of 12 credit hours only, and limit participation in co-curricular activities. Appeals to these policies should be made to the appropriate School Dean who, for compelling reasons only, may make exceptions.

Individual academic programs may have standards for probation and dismissal from the program that are higher than the general University standards. In other words, you can be dismissed from a program and still be in good standing at the University. Several programs at the University require a grade point average

above 2.0. It is your responsibility to check with the catalog and with your advisor to determine requirements for your program.

### **Academic Suspension**

If you do not raise your grade point average to at least a 2.0 within one semester after being placed on probation, you are subject to academic suspension. This means that you are no longer a degree candidate or matriculated student. You may, however, enroll in up to seven credits per semester as a non-matriculated student. You may apply for readmission when your cumulative grade point average reaches the minimum University, Department, or School admission's criteria. Eligibility for readmission does not automatically lead to readmission to WestConn, but only to consideration for readmission, by the Director of Admissions.

Credits earned at another institutions ARE NOT used to raise your cumulative grade point average. If you are suspended for academic reasons a second time, you will be dismissed and are not eligible for readmission, except under the Fresh Start Policy.

### **Fresh Start Policy**

If you are suspended from The University for academic reasons, you may apply for readmission to WestConn through the Fresh Start Policy. Please see the most recent University catalog for a description of the Fresh Start program.

## **MATHEMATICS AND ENGLISH WRITING PROFICIENCY**

Please be informed that the Connecticut State University Board of Trustees approved a resolution in July 2003 regarding new students and their first-year proficiency in English and Mathematics. The purpose of the resolution is to insure that students have the necessary skills to make good academic progress in their chosen degree programs. The resolution has four important provisions:

- First, students who place into remedial courses (defined here at WestConn as ENG 098 and MAT 098) must pass each course within their **first 24 academic credits of completed coursework**.
- Second, students must be informed that there are **five opportunities** to complete these remedial course requirements: (1) any summer session prior

to the first year; (2) fall semester; (3) winter intersession; and (4) spring semester, and (5) any summer session prior to the second year.

- Third, students who do **not** successfully complete the recommended proficiency courses within this time period **shall not be allowed to register** for credit courses at any university within the CSU System (i.e., WestConn, Eastern, Central, and Southern) until they complete these courses or equivalent coursework elsewhere.
- Fourth, all students are to be **notified** by the university of this requirement.

### **WHAT HAPPENS IF I FIND I WANT TO CHANGE MY SCHEDULE AFTER CLASSES BEGIN?**

If you wish to change your schedule, immediately see your academic advisor during the first week of classes who will assist you with your schedule changes.

#### **Adding a Class**

Courses may be added during the first week of school. Requests for additions to class schedules are handled by the Registrar's Office on a first time, first serve basis and are approved based on the number of seats available in a course. Listings of open seats are available through the Open/Close system, which you and your advisor have access.

#### **Dropping a Class**

A courses may be dropped (does not appear on your record) only during the first week of classes. Dropping a course will cause a full-time student to fall below full-time status. This will result in a "W" on the student's academic record.

You may withdraw from a full semester course up to the tenth week of classes (fourth week for an eight week course). Should you withdraw from a class after the deadline without the approval of your instructor, you will receive a "WF" (withdrawal/failure).

## **Taking an Overload**

Students are limited to five major (3 or 4 credit) courses unless they have a written approval form signed by their School Dean/Assistant Dean. A senior may register for a sixth major course during registration without having to seek Dean's approval.

## **COURSE NUMBERS AND ABBREVIATIONS**

As you are choosing courses, it is helpful to know that the course numbers provide some useful information about the level of the particular course. Below is a list of course number categories, related abbreviations, and course offerings key.

### **Course Numbers**

- 100 – Introductory one and two semester college courses.
- 200 – Courses, many of which have specific prerequisites, or require particular class standing in a given major.
- 300 – Advanced courses in major fields. Generally open to majors in their third or fourth year.
- 400 – Advanced courses in major fields. Generally open to fourth year students. May be acceptable for graduate credit dependant upon the graduate program.
- 500 – Courses designed for Master's degree candidates. Open to fourth year undergraduate students by special permission.
- 600 – Courses designed for Sixth-Year Certificate candidates. Open to Master's degree candidates by special permission.
- 700 & 800– Courses designed for doctoral degree candidates.

### **Day Abbreviations**

M = Monday  
T = Tuesday  
W = Wednesday  
R = Thursday  
F = Friday  
S = Saturday  
U = Sunday

## Course Offering Key

Dept	Course No.	Course Title	Load Credits
Ant 100		Introduction to Cultural Anthropology (Meets Gen. Ed. Requirement: Social & Behavioral Sciences)	3 Sem. Hrs.
Sec 01	11234	11:00 a.m. – 11:50 a.m. MWF	A. Name WH 329

  

Section No	Regist. Code	Start/End Times	Day(s)	Instructor	Bldg & Room
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## Building Abbreviations

BR = Berkshire Hall	UH = University Hall
HI = Higgins Hall	WA = Warner Hall
HA = Higgins Annex	WE = Waterbury Campus/Elkstrom Hall
ON = O'Neill Center	WF = Waterbury Campus/Founders Hall
SB = Science Building	WH = White Hall
SC = Student Center	WS = Westside Campus Classroom

## WESTCONN EVENTS

Tune to Channel 80 twenty-four hours a day on campus to find out what campus activities are going on at WestConn. Information on campus activities and athletic events is also posted on the WestConn website at <http://reserve.wcsu.edu>. Or pick up a copy weekly of the student newspaper, The Echo, to find out what is happening around campus.

## THE “HAPPY” BUS: CAMPUS TRANSPORTATION

When classes are in session, the University offers a free shuttle bus service between the Westside and Midtown Campuses. There are two day shuttle buses that run during the fall and spring semester, Monday-Friday. Only one shuttle bus runs evenings, weekends, intersessions, and summer sessions.

Arrival and departure times are listed in the Colonial Shuttle schedule available from the Division of Public Safety and University Policy department. It's also available online at [www.wcsu.edu/publicsafety](http://www.wcsu.edu/publicsafety).

## STUDENT COMPUTER CENTER LOCATIONS AND COMPUTER WORKSHOPS

The Student Technology Training Center offers special workshops each month! Topics include introductions to:

- Library Databases
- Lotus Notes
- Microsoft Word
- Microsoft Excel
- PowerPoint

Plus, two HTML workshops for beginners and for more experienced students.

All sessions are one hour long, and are funded by your Student Technology Fee. Schedules are posted every month, and are available at all the below computer center locations.

Midtown Computer Center- Haas Library 1<sup>st</sup> floor

Westside Computer Center-Westside 117

Student Technology Training Center-Student Center 225

### Buying Books

You can purchase your course text books at the WestConn Bookstore, conveniently located on both the Midtown and Westside Campuses. The Midtown Bookstore, located in the Student Center, carries textbooks for Midtown courses. The Westside Bookstore, located in the Westside Classroom building, carries textbooks for Westside courses. You can also purchase your textbooks on line.

### Academic Calendar 2007-2008

#### **Fall Semester 2007**

August 27 .....Academic Year begins  
September 1 .....Welcome Weekend begins  
September 3.....Labor Day-no classes  
September 4 .....First day of classes  
November 21-25 .....Thanksgiving recess-no classes  
December 15-21 .....Final exams  
December 22 .....Semester ends (final day of Saturday classes)

### **Winter Intercession 2008**

December 26.....Intercession Begins  
January 28, 2008.....Intercession Ends

### **Spring Semester 2008**

January 21 .....Martin Luther King Day-no classes  
January 22 .....First day of classes  
February 15-18.....Presidents' Holiday Break--no classes  
March 17-22.....Spring recess - no classes  
March 21 .....Day of Reflection – no classes  
May 8-9.....Make-up/Reading days  
May 10-16.....Final exams  
May 17 .....Semester ends (final day of Saturday classes)  
May 18 .....Commencement (10:30 a.m.)

### **Summer Session 2008**

May 19..... Summer Session I Begins  
May 24 ..... Summer Session I Ends  
May 27..... Summer Session II Begins  
June 28 ..... Summer Session II Ends  
June 30..... Summer Session III Begins  
August 2 ..... Summer Session III Ends  
August 4 ..... Summer Session IV Begins  
August 23..... Summer Session IV Ends

## **GET INVOLVED AND CONNECTED**

The years you spend at WestConn should include more than hour upon hour of study in the library. Students tell us that involvement in campus life was what made their days at WestConn so memorable. You can make the most of your years at the University by getting involved. Activities both inside and outside the classroom are important. Involvement in campus-sponsored clubs can make all the difference in building meaningful experiences, having fun, and learning more about your chosen major. They give you an opportunity to perfect a skill, try something new and to meet new people. So just do it – and find out about the students organizations that are on campus. Here's how:

- Join a student club or organization.

The Student Center Information desk or the Student Life Office can provide you with a complete list of clubs and activities that may be of interest to you.

The Student Government Association sponsors over 60 clubs here at WestConn, including a Debate Club.

Did you know that the School of Professional Studies all offer their own student clubs in Education, Nursing, Social Work, Health Promotion and Exercise Sciences, and Music. See your Department Chairs or Department Secretary to find out who to contact for Student Club information.

- So get involved in an academic program's co-curricular activities. For example, the Education Club provides opportunities to get involved with area children in reading programs or to tutor children after-school in mathematics. The Nursing Club will have you helping out with their Health Fairs, and gets you involved in the National Student Nursing Organization. The Social Work club does a Midnight Run to a Soup Kitchen in NY City.

Clubs provide you with an opportunity for “networking,” which is something very important in whatever career you find yourself pursuing.

Finally and probably most importantly, clubs provide you with an opportunity for FUN! Who said college had to be all studying? See what the world of WestConn is like both inside and outside the classroom.

- Participate in a volunteer service.
- Play an intramural sport.
- Join the Program Activities Council and help plan events for the student body.
- Work on The Echo (student newspaper), or at WXCI (campus radio station).
- Participate in your residence hall's community life. Run for residence hall council.
- Join a musical group or ensemble.
- Try out for a theatre production.
- Attend WestConn's Coffee House on Thursday evenings.
- Attend campus cultural events like plays, concerts, performances, lectures, and art exhibits.
- Relax at fun events – movies, speakers, concerts, and comedy shows.
- Get moving in the O'Neill Center's or Berkshire's Weight Rooms with aerobics, swimming, basketball, weight lifting, and more.
- Cheer for a WestConn team at a football, soccer, volleyball, basketball, baseball or track event. Or join the cheerleading squad.

**THE BEST OF LUCK TO YOU IN YOUR ACADEMIC AND  
NONACADEMIC ENDEAVORS!**