

OFFICE OF ACADEMIC SERVICES (OAS)

Providence College

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Dear Friar Student-Athlete:

On behalf of the Office of Academic Services, I welcome you to the 2009-2010 year at Providence College!

Like the many other devoted administrators and faculty members here at PC, we in Academic Services care about you, not just as a student or an athlete, but as a person; and I am confident that your interactions with our staff will quickly reveal that commitment. Even more importantly, we are dedicated to helping you earn one of the very best bachelor's degrees in all of Division I athletics. Toward that end – and in light of the unique time demands, responsibilities, and rules governing your participation in intercollegiate athletics – our mission is to provide you with the very best support services possible.

While we take great pride in achieving this mission, we cannot succeed without your active participation. Indeed, one of the greatest challenges you will face at Providence College is your readiness to seek out the services available to you; in most cases, they will not be brought to your doorstep. To borrow a line from *Field of Dreams*, we can build it, but you must come. Getting to know your instructors, arriving at study hall ready to work, and requesting a tutor if you want help outside the classroom will fall squarely on your shoulders. When you take responsibility for your educational and personal development, you will reap all of the benefits that level of commitment offers.

The following pages will describe the systems in place to help you reach all of your academic and personal goals. Take a few minutes to read these pages carefully. You will also be introduced to us in person, as **JONATHAN GOMES**, Assistant Director for Student-Athlete Services, **MEGHAN KILEY**, Academic/Life Skills Coordinator for Student-Athletes, and **ANGELA MARATHAKIS**, Academic Skills Specialist, meet with you to answer any questions you might have as we embark upon this exciting journey together.

Please don't hesitate to contact me if you think I can be of some assistance. In the meantime, I look forward to seeing you perform to your fullest potential in the classroom, as well as on the field or court.

Sincerely,

Bryan Marinelli
Director of Academic Services

MISSION STATEMENT

Office of Academic Services • Providence College

The Office of Academic Services at Providence College is dedicated to fostering academic excellence and to helping students prepare to become responsible and productive citizens in the greater societal and world communities.

The Office of Academic Services is available to assist all Providence College students through a combination of academic and personal development programming, including individualized and group academic assistance, tutoring, specialized workshops, and outreach. The Office offers unique attention and support to students with disabilities by providing reasonable academic accommodations and advocating for equal access to all services and programs offered to members of the campus at-large. The Office also provides specialized support to student-athletes in light of the unique time demands, responsibilities, and rules governing participation in intercollegiate athletics.

The Office of Academic Services provides all services in a safe, personal environment where academic growth is a priority, personal development and independence are enhanced, and long-term success is nurtured by a staff which models these same commitments.

OFFICE OF ACADEMIC SERVICES • PROVIDENCE COLLEGE

PHILLIPS MEMORIAL LIBRARY – SECOND LEVEL • HOURS: 8:30 AM – 4:30 PM (Some services have extended hours)

PHONE: 401.865.2494 • FAX: 401.865.1219 • E-MAIL: oas@providence.edu • WEB ADDRESS: <http://www.providence.edu/OAS>

MAILING ADDRESS: 549 River Avenue, Providence, RI 02918-0001

The Office of Academic Services (OAS) provides specialized support to student-athletes in light of the unique time demands, responsibilities, and rules governing participation in intercollegiate athletics. Services are provided in a safe, personal environment where academic growth is a priority, personal development and independence are enhanced, and long-term success is nurtured by a staff which models these same commitments.

The student-athlete support staff for 2009-2010 includes the following:

- **JONATHAN GOMES – Assistant Director for Student-Athlete Services**

Provides overall coordination of student-athlete support services – Reports to Director of Academic Services

- **MEGHAN KILEY – Academic and Life Skills Coordinator for Student-Athletes**

Provides assistance to the Assistant Director, and support to student-athletes – Reports to Assistant Director for Student-Athlete Services

- **ANGELA MARATHAKIS – Academic Skills Specialist**

Provides assistance to the Assistant Director, and support to student-athletes– Reports to Assistant Director for Student-Athletes Services

- **TOM WENSKUS – Graduate Assistant (Student-Athlete Support Services)**

Provides overall program support for student-athlete services – Reports to Assistant Director for Student-Athlete Services and Academic/Life Skills Coordinator for Student-Athletes

Services available to you as a Providence College student-athlete include the following:

- **Academic Monitoring**

Progress report slips (i.e., requesting information regarding class attendance and performance) are sent to each of your instructors for all of your courses at least once per semester. We track your individual progress, schedule meetings with you as appropriate, and personally contact your instructors as necessary. In addition, we collect and review all your official Providence College (PC) mid-semester grades and keep your coaches up-to-date on your progress. This is all done in an effort to help you successfully complete your classes and, ultimately, your bachelor's degree.

- **Counseling/Mentoring**

We are available to meet with you, individually and in groups, regarding any academic, athletic, career, and/or personal issues you choose to discuss with us. These meetings are confidential (unless you say otherwise), and your privacy will be respected at all times.

- **Life Skills Program/Special Projects**

We will present and coordinate programs on select “life skills,” which cover the following five component areas: academics, personal development, community service, athletics, and career development. We have collaborative relationships with many student support units on campus to help provide these services.

- **Pre-Registration**

Each of you has a primary faculty advisor with whom we encourage you to build a strong relationship. We are available to assist you with course pre-registration and academic planning as they relate to NCAA continuing eligibility rules. Remember, as soon as you declare a major, you are responsible to know the requirements for earning a degree in that program. Be sure to always keep your copy of the Providence College Undergraduate Bulletin on hand – this is one of the most important documents you will receive at PC.

- **Study Hall**

You may be required by your head coach to attend Study Hall. Study Hall is simply a quiet, monitored study environment. You may attend day or evening study hours. You are welcome to attend Study Hall at any time – even if you are not required.

- **Travel Notifications**

At the beginning of each semester, we will provide you with letters to notify your instructors of your travel/competitive schedule. It is your responsibility to give these to your instructors in person and follow-up with them regarding any missed assignments, tests, and/or papers.

- **Academic Skills**

The Academic Skills Specialist is available by appointment only. The Specialist can assess your academic skills and assist you with various study strategies such as: test taking, time management, note-taking, and reading comprehension.

- **Tutorial Services/Writing Center (*Nationally Certified by the College Reading & Learning Assoc.*)**

The Tutorial & Writing Centers have peer tutors available for most subject areas, including Development of Western Civilization. You may see tutors free of charge. Remember that you are responsible for scheduling and keeping these appointments. Your tutor will not re-teach the course, but will serve as a supplement to the classroom/textbook material you have been assigned.

ACADEMIC POLICIES/PROCEDURES

Providence College

PLEASE REFER TO YOUR PROVIDENCE COLLEGE UNDERGRADUATE BULLETIN FOR DETAILS

Undergraduate Degree Requirements

- Development of Western Civilization (DWC): 20 semester hours
- Social Science: 6 semester hours
- Natural Science: 6 semester hours
- Philosophy: 6 semester hours (3 hours must be in Ethics)
- Theology: 6 semester hours
- Mathematics: 3 semester hours
- Fine Arts: 3 semester hours
- English Proficiency: As established by designated course work or other standard determined by the Department of English.
- Non-Departmental Electives: 9 semester hours of electives outside of major department or program requirements.

General Degree Requirements (note: some majors/programs may have higher credit hour and/or gpa requirements)

- A minimum of 116 credit hours. At least 36 courses with a minimum value of 3 credits each must be completed.
- A minimum 2.00 cumulative quality point average (i.e., grade point average, "gpa").
- A minimum of 24 upper-division credits in the major, with a minimum 2.00 gpa in all required courses within the concentration.
- The student is responsible for meeting the graduation requirements of his/her major or concentration curriculum.
- Undergraduate students must spend at least 8 semesters in full-time attendance, unless the period is reduced by advanced standing credit from another institution.

Grades/Quality Points/Notes (note: honors courses carry different quality points, please see the Undergraduate Bulletin for details)

A	4.00 points per each credit hour completed (e.g., an "A" in a 3 credit course is worth 12 quality points)
A-	3.67 points per each credit hour completed
B+	3.33 points per each credit hour completed
B	3.00 points per each credit hour completed
B-	2.67 points per each credit hour completed
C+	2.33 points per each credit hour completed
C	2.00 points per each credit hour completed
C-	1.67 points per each credit hour completed
D+	1.33 points per each credit hour completed
D	1.00 points per each credit hour completed
D-	0.67 points per each credit hour completed
F	0.00 points per each credit hour completed
P (Pass)	Passing in Pass/Fail Course; this grade is not computed in the gpa
AB (Absent)	Absent from Final Exam; this mark becomes "NF" if not completed within 30 days after the end of the respective semester
AU (Audit)	Student "sits in" class
I (Incomplete)	Incomplete; this mark becomes "NF" if not completed within 30 days after the end of the respective semester
NF (Not Finished)	Course not finished within required time; this mark is computed as an "F"
NM (No Mark)	Instructor has not submitted grade
R (Repeated)	Courses designated as "repeat" courses will calculate only the most recent passing or failing grade in the gpa.
WD (Withdrawal)	Approved withdrawal from a course; this mark is not computed in the gpa
X (Non-averaged)	Course with "X" in front of letter grade; designates that course is not computed in the gpa or credit hours calculations (e.g., "XF")

Note: Dean's List is awarded to full-time students (12 credit hours minimum) who have attained a 3.55 term gpa with no grade less than "C."

Academic Status

Semester	Min GPA for Good Standing	Min Hours for Good Standing	Probation	Dismissal
End of 1 st semester	1.600	14	below 1.600	No dismissal
End of 2 nd semester	1.800	28	1.580-1.799	less than 1.580
End of 3 rd semester	1.900	42	1.700-1.899	less than 1.700
End of 4 th semester	1.990	56	1.800-1.989	less than 1.800
End of 5 th semester	2.000	71	1.900-1.999	less than 1.900
End of 6 th semester	2.000	86	1.900-1.999	less than 1.900
End of 7 th semester	2.000	101	1.900-1.999	less than 1.900
End of 8 th semester	2.000 Required to graduate	116	1.900-1.999	less than 1.900

Note: Students may also be dismissed for the following:

- Receiving 3 "F's" and/or "NF's" in any one semester or cumulatively in one academic year. First semester freshman and first semester transfers are excepted from this requirement.
 - Being placed on Academic Probation for two successive semesters.
- Note: Students who, following dismissal, have been reinstated to the Undergraduate day school may remain on academic probation provided they are making "reasonable academic progress," (i.e., 2.25 term gpa and 12 credit hours per semester).**

Course Withdrawals

- Withdrawal between first day of class and two weeks after first class – Course removed from schedule
- Withdrawal between two weeks after class begins and 2 weeks after mid-semester date – "WD" received with approval of Dean's Office
- Withdrawal later than two weeks after mid-semester date – conditions for withdrawal apply, must see Dean's Office

ATHLETIC ACADEMIC ELIGIBILITY

NCAA/Providence College • Student-Athletes

Friar student-athletes are asked to maintain a level of academic standing that will insure they meet NCAA eligibility for athletic participation and Providence College graduation requirements. As a student-athlete, you should be familiar with the following rules and guidelines:

1. You must be registered for a minimum of 12 credit hours at all times in order to practice and compete. You are immediately ineligible if you drop below a full-time (12 hours) program of studies (with the exception of seniors who need less than 12 hours to graduate and who have verification from the Dean's office or graduate students who may take 9 graduate hours to maintain full-time status).
2. You must pass a minimum number of credit hours toward your degree program ("progress hours") each year you are enrolled at PC (see eligibility "year-to-year" charts). Student-athletes must also complete a minimum of 6 progress hours each semester in order to be eligible for the next semester.
3. You must complete a certain percentage of your degree requirements each year, beginning with the start of your third year of enrollment at PC (i.e., under most circumstances, the beginning of your junior year; see eligibility "year-to-year" charts).
4. If you are planning on changing majors, you must meet with the chairperson of your current major as well as the chairperson of your new major. Then, you must meet with the Office of Academic Services (OAS) personnel to determine how the change will affect your NCAA eligibility.
5. If you are a transfer student, you must meet with the chairperson of your new major to determine which credit hours transfer into your new program before meeting with a staff member of the OAS.

Year-to-year eligibility charts appear on the next page.



ATHLETIC ACADEMIC ELIGIBILITY – Year-to-Year Charts

NCAA/Providence College • Student-Athletes

Note – These charts assume that you are always enrolled as a full-time student; rules may have different applications for those enrolled part-time or not at all during one or more semesters. These rules are subject to change, pending PC or NCAA policy/legislation revisions.

For Class '10, '11, '12 and '13

	GPA	Progress Hours	Declaration of Major	Percentage of Degree
During First Year	Following the Fall semester, under PC rules, you need a min cgpa of 1.60	Min. 6 hours must be passed each semester in order to be eligible in the next semester	No	No
Upon entering Sophomore Year	Beginning of Fall: PC min cgpa – 1.80; NCAA – 1.80 Beginning of Spring: PC min cgpa – 1.90; NCAA – 1.80	Min. 24 in previous year Min. 18 during first year Fall, Winter, Spring semesters Min. 6 hours must be passed each semester in order to be eligible in the next semester	No	No
Upon entering Junior Year	Beginning of Fall: PC min cgpa – 1.99; NCAA – 1.90 Beginning of Spring: PC min cgpa – 2.00; NCAA – 1.90	Min. 18 during sophomore Fall, Winter, Spring semesters Min. 6 hours must be passed each semester in order to be eligible in the next semester	Yes	40% complete
Upon entering Senior Year	Beginning of Fall: PC min cgpa – 2.00; NCAA – 2.00 Beginning of Spring: PC min cgpa – 2.00; NCAA – 2.00	Min. 18 during junior Fall, Winter, Spring semesters Min. 6 hours must be passed each semester in order to be eligible in the next semester	Yes	60% complete
Upon entering 5 th Year	Beginning of Fall: PC min cgpa – 2.00; NCAA – 2.00 Beginning of Spring: PC min cgpa – 2.00; NCAA – 2.00	Min. 18 during senior Fall, Winter, Spring semesters Min. 6 hours must be passed each semester in order to be eligible in the next semester	Yes	80% complete

IMPORTANT: Under most circumstances, if you are placed on academic probation after any semester, you are immediately ineligible for competition.

*** Progress hours are hours passed that count toward the completion of your degree program. For undeclared students, progress hours are any hours passed that may count toward any degree program available on campus.**

STUDY HALL – PROGRAM REPORT

Providence College • Student-Athletes

CATEGORY	DESCRIPTION
Overall Philosophy	<i>Study Hall is designed to provide a monitored, quiet atmosphere in which to complete course requirements. Quality study time is related to academic success. Study Hall is available for those student-athletes who might not otherwise plan time each day/week to conduct serious study. The goal is to shift the emphasis of study hall from a negative experience to one that may prove beneficial to some student-athletes. The coaches, under this philosophy, have much more individual leverage as far as weekly compliance and sanctions for non-compliance.</i>
Days	Daytime: Monday – Friday Evening: Sunday – Thursday
Times	Daytime: 8:30am – 4:30pm, but flexible by prior request Note: Hours after 12:30 on Fridays count towards the following week Evening: 7:00pm – 9:00pm
Locations	Daytime: OAS Offices (Phillips Memorial Library – Second Level) Evening: Alburus Magnus 137
Coordinators	Office of Academic Services (OAS)
Monitors	Daytime: OAS staff Evening: OAS staff; Others on occasion
Method for Tracking Attendance	Daytime: Student-athletes check-in with OAS staff and record hours via a time clock Evening: Student-athletes present ID card to study hall monitor Tutoring Sessions: Tutorial/Writing Center tracks hours and reports to OAS staff each Friday
Countable Hours	Daytime hours, Evening hours, Tutoring hours, Writing Center hours
Non-Countable Hours	Library, Private study/review sessions, Meeting with professors
Computer Availability	Daytime: Computers are available Evening: Laptop computers are permitted in a designated section of the study room
Recommended Attendees	Determined by each head coach; generally first-years and those deemed “at-risk” based on prior academic record
Recommended Hours	Determined by each head coach; generally between 4 and 10 hours per week
Sanctions for Unfulfilled Academic Expectations	Determined by each head coach
Expectations of Student-Athletes	To work on academic related tasks throughout the entire semester (e.g., attend classes, keep up with reading assignments and prepare for tests). To maintain a daily study schedule and consider recommendations to attend formal study hall. Student-athletes are ultimately responsible for their own academic performance.
Expectations of Head Coaches	To report the number of recommended weekly study hall hours for student-athletes to the OAS. To follow up with student-athletes not meeting study hour recommendations and/or academic expectations. Coaches will not be accountable for the study hall attendance of student-athletes on a week-to-week basis, but are responsible for creating an environment and an attitude in which student-athletes can achieve success. Coaches are encouraged to meet with their sport administrator throughout the year to plan strategies for ensuring success, especially for at-risk student-athletes.
Expectations of Athletic Administration	To encourage head coaches and student-athletes to utilize study hall services. To work with head coaches to monitor the academic progress of student-athletes throughout the year. To emphasize the importance of academic responsibility among student-athletes and to hold coaches accountable for their team’s academic success.
Expectations of OAS	To coordinate daytime, evening and countable tutoring study hours. To accurately maintain attendance records and distribute attendance reports to head coaches, sport administrators and the OAS Director at the beginning of each week. To maintain a quiet, controlled study environment at all study sessions.

STUDY HALL – GENERAL INFORMATION

Providence College • Student-Athletes • 2009-2010

STUDY HALL RULES

1. Study Hall will be conducted from 8:30am to 4:30pm, Monday through Friday in the Office of Academic Services (Library – Second Level) and from 7:00pm to 9:00pm, Sunday through Thursday at Alibertus Magnus.
2. You must come to study hall for a minimum of 30 minutes during daytime study hall. During evening study hall, you must attend for either one hour or two hours. Therefore, you will be permitted to enter evening study hall at either 7:00pm or 8:00pm and exit evening study hall at either 8:00pm or 9:00pm.
3. Upon arrival, students must check in with their Student ID card with the Study Hall monitor. Student-athletes attending daytime study hall must also log in with the time clock.
4. Students should bring enough material for the entire Study Hall session. Newspapers and/or magazines will not be allowed unless they are being used to complete an assignment and have been approved by the monitor.
5. Students are expected to remain in the Study Hall room for the entire session, other than to use the restroom.
6. **Cell phones, food, and/or tobacco will not be allowed in Study Hall.** Drinks are permitted.
7. Laptops are allowed at nighttime study hall at the discretion of the Study Hall monitor. If permitted, students must sit in the front row in order to use their laptop.
8. Students who do not maintain a quiet, productive study environment may be dismissed from Study Hall.
9. Tutoring and Writing Center hours in the OAS are acceptable substitutes for Study Hall hours. To ensure accurate tracking, please follow sign in procedures and do not forget to indicate you are a student-athlete.
10. All students are invited to attend Study Hall. Some students may be required to attend Study Hall by their respective coaches.

**STUDY HALL IS
DESIGNED TO HELP
YOU ACHIEVE YOUR
ACADEMIC GOALS –
*Always keep in mind your
academic expectations:***

To work on academic related tasks throughout the entire semester (e.g. attend classes, keep up with reading assignments and prepare for tests). To maintain a daily study schedule and consider recommendations to attend formal study hall. Student-athletes are ultimately responsible for their own academic performance.

KEYS TO SUCCESS

Office of Academic Services (OAS)/Providence College

Remember the “3 P’s” of school and sports: plan, practice, and play.

<i>The 3 P's for Success in Schools and Sports...</i>	SCHOOL	SPORTS
PLAN	Time Management; Use A Planner; Make “To Do” Lists	Time Management; Schedule; Organization; Goals
PRACTICE	Class Attendance; Notes; Readings; Study	Work Hard Every Day In Practice And Training
PLAY	Final Products - Tests, Papers, Projects - Seek Excellence	The Competition - Focus, Concentrate, Seek Excellence

□ BUY A PLANNER OR USE YOUR STUDENT HANDBOOK

The first week of classes put all your classes, study hall sessions, practices, competitions, travel, meetings, social plans, etc. in this planner. Also, mark down the dates of all assignments, tests, papers, and presentations for each course.

□ ATTEND ALL CLASSES

One of the most critical pieces to being successful is simply “showing up.” Class attendance is not optional.

□ GET TO KNOW ALL YOUR INSTRUCTORS

Know each of your instructors by name. Speak with them frequently and visit their office hours.

□ TAKE LEGIBLE NOTES

Write clearly. Re-write your notes after class when necessary. Compare your notes with someone else in class.

□ PREPARE “TO DO” LISTS

Make a list – each day – of all the tasks you want to accomplish.

□ BE ON TIME

Be on time for everything – every class, every practice, every meeting, every assignment, and every test.

□ BE AGGRESSIVE

Go get what you need - it won't be brought to you.

□ START FAST

Stay ahead in your classes. Remember, there is always work for you to do, even if it is to simply read ahead.

□ DON'T WAIT UNTIL IT'S TOO LATE

If you feel yourself falling behind, talk to your team advisor, academic advisor, and professors. Don't hesitate. **JUST ASK.**

KEYS TO SUCCESS

Office of Academic Services (OAS)/Providence College

Important Tips for Studying While Traveling

SET STUDY GOALS AND PLAN BEFORE YOU LEAVE

- Know what you need to do while on the bus and in the hotel.
- Ask someone in your class if you can copy the notes that you will miss.
- Get any necessary library materials you may need before you leave.

USE TIME ON THE BUS EFFECTIVELY

- This is a good time to read and study.
- Sit with someone who is in your class and quiz each other using notes and/or test questions.
- Prepare and prioritize your “To Do” list for the free time you will have in your hotel room.

USE TIME IN THE HOTEL EFFECTIVELY

- Schedule time to read material for classes you will miss so that when you get the notes, you will be better prepared to understand the material covered.
- If a paper is due, this is a good opportunity to think about and choose a topic, then draft an outline.

HAVE A “TO DO” LIST UPON YOUR RETURN

- Make certain you get taped lectures and notes immediately upon your return. These should be reviewed *before* the next class if possible.
- Arrange to see your professors during office hours to clear up anything from the notes or to see if you missed important material or announcements for the class.

CHARACTERISTICS OF SUCCESSFUL STUDENTS:

Strive to develop your academic strengths.

Successful students attend class regularly. They take advantage of extra credit opportunities. They speak in class, even if their attempt is a bit clumsy and difficult. Successful students are attentive in class. They always turn in all work and assignments, even if every one of them is not brilliantly done. They network with others that can help. Successful students keep regular study hours during the week.

PLANNER • BY DAY

Please use the following table to organize your time, each day.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:30 – 8:30am							
8:30 – 9:30am							
9:30 – 10:30am							
10:30 – 11:30am							
11:30 – 12:30pm							
12:30pm – 1:30pm							
1:30 – 2:30pm							
2:30 – 3:30pm							
3:30 – 4:00pm ½ HOUR							
4:00 – 5:00pm							
5:00 – 6:00pm							
6:00 – 7:00pm							
7:00 – 8:00pm							
8:00 – 9:00pm							
9:00 – 10:00pm							
10:00 – 12:00am							

IMPORTANT DATES

FALL & SPRING SEMESTERS

2009-2010

SEPTEMBER	7	Labor Day Holiday - Offices closed All Sophomore, Junior, & Senior residents report
	8	All undergraduate courses begin
	14	Online adjustment period ends
	16	Academic Convocation
	21	Last day for adding courses without charge Last day for dropping courses without "WD" grade Last day for election of Audit option
	22	Late adjustment period begins for undergraduates
OCTOBER	12	Columbus Day Holiday - Offices closed - All courses suspended
	13	All classes resume - Monday class schedule to be followed for all schools
	21	Mid-semester date for undergraduate school Last day for submission of course work "I" and "NM" grades for Spring and Summer 08
	28	Last day for submission of mid-semester grades
NOVEMBER	6	Last day for election of Pass/Fail option
	25-29	Thanksgiving Holiday - Offices Closed - All courses suspended
	30	All classes resume
DECEMBER	4	Last day for withdrawal from courses with "WD," with permission of Dean
	11	Undergraduate lectures for Fall Semester end after last class
	12-13	Reading period for undergraduates
	14	Fall Semester examination for DWC classes
	15	Reading day
	16-19, 21	Fall Semester examination period for undergraduate students
	23	Last day of fall semester
	25	Christmas Holiday - Offices closed
JANUARY	18	MLK DAY All resident students report Orientation for new freshman and transfers.
	19	All undergraduate courses begin.
	25	Online adjustment period ends
	26	Administrative adjustment period ends

FEBRUARY	1	Last day for adding courses without charge Last day for dropping course without “WD” grade Last day for election of Audit option
	15	Presidents’ Day Holiday- Offices Closed- All classes suspended
	16	All classes resume – Follow Monday schedule
MARCH	1-7	Spring Recess- all classes suspended
	8	All classes resume
	17	Last day for submission of course work “I” and “NM” grades for Fall 08 Mid-semester date for undergraduate school
	24	Last day for submission of mid-semester grades
APRIL	1-5	Easter Recess
	6	All classes resume
	7	Last day for Pass/Fail option- Follow Monday schedule
	23	Last day for withdrawal from courses with “WD,” with permission of Dean
	30	Undergraduate lectures for spring semester end after last class
MAY	1-2	Reading period for undergraduates
	3	Spring semester examination for DWC course
	4	Reading Day
	5-10	Spring semester examination period for undergraduates
	11	Last day of Spring Semester
	16	Commencement Day

ACADEMIC INTEGRITY

****Academic Integrity** can be defined as making a commitment to earning credit and grades honestly through your own hard work and efforts. Academic Integrity should be the number one priority for student-athletes throughout their college career, as the punishments for violating it are severe and may have a lasting impact on more than just the individual committing the offense.

The most common forms of academic dishonesty are the following:

1. **Plagiarism.** Plagiarism is the act of taking ideas, writings, or visual art of another person and presenting them as your own. In writing, this could take the form of word-for-word copying, paraphrasing, or even taking the structure of someone else's work and presenting it as yours. In visual arts, this could take the form of copying ideas, actual structures, or entire works and presenting them as your own. There is one rule in writing papers for which there are no exceptions: **when the exact words of another author are used, no matter where that information has come from (textbooks, internet, newspaper, etc.), that fact must be appropriately noted, and a reference must be given to the source of the information.**
2. **Cheating on exams.** This could take the form of having someone else take the exam for you, looking on someone else's test or letting someone look on yours, communicating with anyone other than a proctor or instructor during the exam, and taking notes into the exam when not permitted.
3. **Cheating on Assignments.** This may consist of any of the following: copying another person's work, working too closely with another student, giving your work to another student, splitting tasks on an assignment that is clearly NOT designed as a collaborative one, turning in the same work for two different classes, and buying, borrowing, or downloading papers.

****If you are unsure or have questions regarding any assignments you are completing, please ask your professor for clarification.**

Penalties for Academic Dishonesty

****Acts of academic dishonesty (plagiarism, collusion, cheating, etc.) are subject to an appropriate penalty. The grade of "F" may be assigned to students found guilty of such acts. The professor of the course in which the infraction occurred will inform the Office of the Dean of Undergraduate Studies of the offense and the action taken.**

Students who earn a failing grade may petition a review by the Academic Appeals Committee. In addition, the dean of undergraduate studies may refer any case of academic dishonesty to the Office of the Vice President for Student Services, which will judge whether further penalties should be assessed. A second offense against academic honesty renders students liable to automatic dismissal from the college.

(Excerpt from College Undergraduate Catalog 2004-2006)