Faculty FAQs

- **A student is asking for an override for my FYE course, am I allowed to deny/approve this request?**

  All FYE course overrides are approved or denied by the faculty member(s) teaching the course. A student must be a freshman to be enrolled, no upperclassmen are allowed in the FYE sections. If you have decided to approve an override contact FYE at fye@cofc.edu or 953-2153, rather than your chair/administrative staff, and we will enroll the student into your course.

- **What do I do if a student is failing, has sporadic attendance, or has stopped attending my FYE course?**

  If a student is failing your course prior to midterm, or has made a drastic decrease in grade after midterm, please notify FYE via fye@cofc.edu or 953-2153 and FYE will reach out the student encouraging them to use the resources available to them on campus. We also encourage you to use the FAST report system on MyCharleston to report students of concern. FYE and Undergraduate Academic Services will reach out to the student once the FAST report is submitted.

- **Why did a student come to me at midterm telling me they have an FY hold and I have to give the OK for the hold to be lifted?**

  Students who have a F at midterm will receive the FY registration hold on their account. This hold is meant as a safety net to catch students as early as possible to ensure that they are getting the academic and personal assistance they may need to be successful on campus. Once the hold is placed, the student receives an email notification with suggestions on how to improve their grade, how to get the hold removed before final grades are posted, and a reminder of the consequences of not fulfilling the FYE graduation requirement. We will lift the hold if we hear
that the student has made significant progress towards improving their performance from the faculty member teaching the course. Faculty can communicate that information to the FYE Director by emailing fye@cofc.edu.

- **What if a student wants to drop my LC course, but keep the other course in the LC?**

  A student can complete the FYE requirement after dropping one part of a Learning Community as long as they pass the other course and continue to participate in their Synthesis Seminar (FYSS). To process this request, students can contact FYE for a Partial LC Withdrawal Form. This form is not posted online because we do not want to encourage students to do this and would rather they work to improve their grade and performance in the course. The form requires a reason for dropping and the approval signatures of both LC professors. The FYE Director will review the form and notify the student via email the approval or denial of the withdrawal. The withdrawal is processed directly with the Registrar’s Office since a student does not have the ability to drop only part of a Learning Community online. The due date for a partial withdrawal is the same as the campus-wide semester withdrawal date.

- **I am about to WA or DA a student, what should I do?**

  Please notify FYE if you are planning on putting in a grade of DA or WA so we can reach out to the students and remind them of the FYE requirement and so we can plan for FYE course enrollment for the next semester.

- **How does the FYSS attendance affect a student’s completion of the FYE requirement?**

  The FYSS attendance policy states that students who miss more than 4 FYSS meetings will have to complete another FYE course the following semester, regardless of their grade(s) in the FYSE or LC courses. It is highly encouraged that professors and PFs create a grading component for the course that incorporates the FYSS attendance/participation into their grade in the
academic course(s). PFs notify FYE of students who have 2, 3, and 4 absences so we can email them reminding them of the attendance policy and the graduation requirement.

- **What do I do if the class roster for the FYE course (FYSE or LC) and the Synthesis Seminar are not identical?**

  Email fye@cofc.edu or call 953-2153 so we can look in Banner at the student’s schedule and make sure they are enrolled in all parts of their FYE course. We will fix this as soon as we know that there is an issue. It can take the system a day or two to update both the Banner class list and the OAKS class list for students who change their FYE courses.