

FACULTY MEETING, February 29, 2008

**Scribner Seminars:**  
**CAS Policies on**  
**Withdrawals, Failures, Transfers, and First-Year Student Deferrals**

**Introduction**

Skidmore requires all incoming first-year students to be enrolled in a Scribner Seminar during the fall semester of their first year. The heavy mentoring component and emphasis on academic transition make these seminars the keystone of the “First-Year Experience.” For a number of reasons, some students will be unable either to complete their Scribner Seminar or to enroll in the fall. This small group includes, (a) withdrawals (due to illness, injury, or medical or personal leave), (b) failures (students who fail the course), (c) transfers, and (d) first-year students for whom the spring semester is their first semester.

The Director of the First-Year Experience (DFYE) in conjunction with the Committee on Academic Standing (CAS) have developed the following guidelines to determine if and when it makes sense for that student to repeat a Scribner Seminar, to find a substitution for the course, or to move on with the student’s academic program.

**Withdrawals**

Students who withdraw from all of their first-semester classes and take a full year medical/personal leave are required to enroll in a Scribner Seminar upon their return the following fall. Students in this situation have no credits on their academic transcript and are still considered first-year students.

For students who return in the spring, the CAS, in conjunction with the DFYE, will determine whether the student has experienced enough of the Scribner Seminar to move on or whether a substitution is appropriate.

Students who seek to withdraw because they are doing poorly in their Scribner Seminar must consult with their faculty instructor and the DFYE to determine 1) if a withdrawal is appropriate, and 2) what action should be taken, if any, to substitute the SSP on the student’s academic transcript. In such cases, the DFYE will make a recommendation to CAS, and the committee will make a final determination on the matter.

**Failures**

CAS recognizes that students receive failing grades for a variety of reasons. Sometimes, students attempt to do the work but fail to meet the expectations for success. Other times, they do not complete the work, either because they stopped attending a class or because they failed to hand in assignments. In still other instances, failing grades may result because of academic integrity violations. In all such instances, the CAS and the DFYE

will consider failing grades on a case-by-case basis to decide if the student in question should be required to repeat the seminar, find a substitution for it, or be permitted to move on without re-taking a Scribner Seminar. CAS will make a final determination on the matter.

### **Transfers**

All transfer students who have been matriculated at another institution for at least one full semester (12 credits) will be exempt from the Scribner Seminars. They have already made the first-semester transition to college.

The small number of January transfer students who have fewer than 12 credits will take the Scribner Seminar the following fall.

First-year students for whom the spring semester is their first semester of college will take the Scribner Seminar the following fall.