

# Johnson C. Smith University

## Biddle Institute

### Biddle Freshman Program Guidelines and Student Contract

Biddle Freshman Program (BFP) students have been selected to receive enhanced academic support and assistance for one year/two semesters. This select group of students will be instructed by dedicated Biddle Institute faculty teams, assigned to academic advisors, and provided the opportunity to participate in a variety of intrusive support services to assist with a successful transition during the first year.

#### Pre-Semester Session (Optional)

1. Biddle Freshman Program students have the option of attending the University's Pre-Semester Session to be held July 26-August 10, 2018.

#### Financial Clearance

1. **Biddle Freshman Program students must complete the financial clearance process for the Fall 2018 semester, in addition to paying all other University fees, prior to attending the Pre-Semester Session and/or enrolling into the Fall semester.**

#### Biddle Freshman Program Requirements (courses and major)

1. Biddle Freshman Program students will enroll into 12-13 credit hours during the Fall semester at JCSU. When a student earns a 2.5 GPA or better at the end of the first semester, he may enroll in up to 16 credits for the second semester if he has not withdrawn from any courses. \*Choir and band students are approved to add classes associated with these activities as necessary.
2. BFP students will be instructed and advised by dedicated Biddle Institute faculty teams and ACE Advisors. When students are assigned to a faculty team, they can not change the course schedule, which will disrupt the assigned team.
3. BFP students must remain listed as **Undecided** majors until they earn a 2.5 GPA or higher at the end of the first semester or until a 2.0 gpa or higher is earned at the end of the Spring semester.

#### Unsatisfactory Academic Progress

1. **Biddle Freshman Program students who earn less than a 1.8 cumulative GPA at the end of two semesters will be dismissed from the University.** These students are *academically* dismissed. Even though the Office of Financial Aid will offer a financial aid appeal, Biddle Institute students are *academically* dismissed. There is no appeal for students *academically* dismissed from Biddle Institute programs.
2. BFP students who earn higher than 1.8 cumulative GPA at the end of two semesters, but less than 2.0 cumulative GPA, will remain in the Biddle Institute for a 3<sup>rd</sup> semester. If students do not earn at least 2.0 at the end of the 3<sup>rd</sup> semester, they will be dismissed.
3. Academic dismissal from the Biddle Freshman Program is not subject to appeal.

#### Intrusive Support Programming [Proactive Support] and Contact Requirements

1. Meet with the assigned ACE Advisor at least once per month.
2. Attend classes regularly, in accordance with the requirements of each course and professor. Attendance will be closely monitored and recorded because it impacts financial aid and academic performance.

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3. BFP students are encouraged to spend at least 10 hours per week in tutoring and academic labs. This includes attending: Languages Lab (writing), STEM Resource Lab (math and CSC), and tutoring from Student Support Services tutors and/or Biddle tutors.
4. BFP students are expected to attend all Biddle Institute meetings, events, and intrusive support activities, including:
  - a. Freshman Class Assembly/Meetings
  - b. Co-curricular activities and presentations (related to course work and grades)
  - c. ACE Advising Group Meetings
  - d. Peer Coach-Mentor communication and activities (optional)

### Personal Development and Freshman Activity Requirements

5. Biddle Freshman Program students are required to earn 5 hours of community service each semester (Fall and Spring). Projects organized by the Center for Applied Leadership and Community Development and Biddle Institute count towards the requirement.
  6. Biddle Freshman Program students, will participate in the **Freshmen Investiture Ceremony** and **Opening Convocation** in the Fall, and in the **University College Recognition and Awards Program** in the Spring.
    - a. Dress for the Freshman Investiture ceremony is strictly enforced. The attire includes only the following: white shirt/blouse, dark (blue or black) pants, black dress, dark socks/hose, and dark shoes.
    - b. Dress for the University College Recognitions and Awards Program is strictly enforced. Attire includes dress pants, button down or collared shirt, and or dresses. **NO JEANS and NO SNEAKERS.**
- BFP students are expected to display the utmost respect in dress and language both in class and in social venues.

**Biddle Freshman Program students, as Johnson C. Smith University students, are expected to follow the behavior and conduct standards as presented in the Student Handbook. BFP students are subject to the same standards, processes, and consequences as all University students, which may include fines, referrals, and Judicial Board hearings and mandates, if necessary.**

*"I have read and fully understand the Biddle Freshman Program Guidelines and Student Contract. My signature indicates my acceptance of the responsibilities and the consequences stated herein."*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(only if student is under 18 years of age)

\_\_\_\_\_  
Date