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COPY OF CAP STUDENT CONTRACT

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Introduction to the CAP Program

CAP is a freshman-year program designed to help students meet the academic demands of a college education. All facets of the Program work toward assisting students in making the transition from high school to college and in laying a solid foundation for a successful college experience. Students are provided academic tools needed to pursue their educational goals, including a carefully designed network of selected courses, advisement, and academic support services.

The academic advisors and faculty in the CAP Program are committed to working with students to help them attain their educational and professional goals:

- We are founded on the idea that students achieve and flourish more when they are supported consistently and feel a connection with their new surroundings.
- We believe that every student is capable of thinking deeply about the world around them, and that the process of doing so is a valuable and worthwhile endeavor.
- To this end, we challenge students to explore and grow intellectually, socially, and emotionally as they learn to make rewarding choices and mindful decisions that will have an enduring impact on their personal and academic development.

We will do our best to help you. **However, you are the one person who is responsible for your success.** With hard work, persistence, and determination, you can make your year in CAP a successful and rewarding one.

This handbook is designed to explain CAP policies and activities, as well as provide you with various campus resources. **If you have questions regarding University policies and programs, refer to your Pace University Undergraduate Catalog.** This catalog will explain in detail the University Core Curriculum, requirements of your intended major, etc.

The CAP Program will update you on information about upcoming activities, deadlines, and opportunities. Please check the CAP Information Bulletin Board on a regular basis. **In addition, please make sure the CAP Program always has your correct address and telephone number.** If you live on campus, be sure to let the office know.

The CAP Program
41 Park Row, Suite 201
New York, NY 10038
212-346-1997
[www.pace.edu/cap](http://www.pace.edu/cap)

Gerald Greland   Lyn Donna George   Jenny Mead
Associate Director   Academic Advisor   Academic Advisor
greland@pace.edu   lgeorge@pace.edu   jmead@pace.edu
General Information

CAP Requirements
In order to successfully complete the CAP Program and move into your major at the end of your first year, you are required to achieve all of the following in two consecutive semesters:

- Achieve a cumulative QPA of 2.0 (a C average)
- Complete at least 24 credits successfully
- Earn a grade of C or better in English 120 (Fall or Spring)
- Pass University 101

Your Academic Advisor
Each student in the CAP Program is assigned an Academic Advisor. Your advisor is also your Professor for the University (UNV) 101. In addition to seeing your advisor in class, you are encouraged to see your advisor outside of the classroom. At a minimum you will have two appointments with your advisor in the Fall semester, and two in the Spring. Beyond that you can either make an individual appointment or stop by anytime! The CAP Program maintains an open-door policy, which encourages students to drop by with any questions or concerns. The advisors are your advocates with experience and resources to assist you in a wide range of academic, personal, and professional matters.

Your Peer Leader
Your Peer Leader is a successful student and leader who was in the CAP Program his or her first year at Pace University. He or she is available to you in your UNV 101 class and during office hours as well. They can offer guidance from the peer/student perspective, and act as a resource to address your questions and concerns.

Program Highlights
- CAP features smaller class size, which fosters an environment conducive for individualized attention, learning, and relationship building with faculty and peers.
- You receive consistent feedback from your faculty and advisor about your progress.
- You carry a smaller credit load (first semester) in order to build a strong foundation.
- CAP is a community environment where faces are familiar, but not the same all the time.
- Your advisor has an open-door policy, which means you can stop by any time and we’ll try our best to assist you!
**Program Honors**
Those students who achieve a 3.0 QPA or greater each semester will be recognized personally and publicly on the CAP website. In addition, students who achieve this in the Fall have the option to register for up to 18 credits in their Spring semester.

**When a student passes the requirements**
All students who pass the above requirements in the first two semesters will receive the CAP Incentive Award described below. After completing the CAP Program the first year, students then continue on to their prospective school and major and will be assigned a new advisor.

**The Incentive Award**
CAP students will receive a $2,000 award, credited to their student account yearly, beginning sophomore year, if the following are fulfilled: (a) successfully complete the four CAP requirements (as outlined on previous page) within the consecutive Fall and Spring semesters, (b) stay enrolled as a full-time student, and (c) maintain good academic standing (2.0 overall QPA or higher) through your academic career.

**What if a requirement is not accomplished?**
A student who does not accomplish any one of the above requirements is reviewed by a committee and a decision is made about that student’s status at Pace; he/she may be dismissed from Pace.

**CAP Probation**
- If your QPA is under 2.2 at the end of the Fall semester, you are put on CAP probation and are required to attend probation workshops and meetings during the Spring semester.
- If your QPA is under 2.0 at the end of the Spring semester, you may be subject to dismissal from the University.
- If you earn less than a C in English 120, you must repeat the course and achieve a grade of C or better.
- If you do not satisfactorily complete your UNV 101 course, you will have to repeat it.
- Failing to complete Program requirements in a timely manner could affect your academic status.
- Any failed course should be repeated, sooner rather than later.

**CAP Contract**
In the first appointment with your advisor, you will receive the following contract, which we will ask you to read and sign. This: a) informs us that you understand the CAP requirements; and b) does or does not give us permission to speak with your parent(s) and/or guardian. According to the Buckley Amendment Act, your privacy is protected, unless you give us permission otherwise. Please read this over carefully and retain it for your records.
Please read the following carefully:

I understand that as a student in the CAP Program at Pace University, I am required to complete all of the following requirements within two consecutive semesters:

1. Achieve a cumulative QPA of 2.0 (C average)
2. Complete at least 24 credits successfully
3. Earn a grade of C or better in English 120 (Fall or Spring)
4. Pass University 101

I understand that if I fail to meet any of the above requirements that I am subject to academic dismissal from Pace University.

I understand that if I do not meet the above requirements within the Fall ’05 and Spring ’06 semesters, then I will not qualify for the CAP $2000 Incentive Award.

I understand that throughout the year there may be additional requirements (for example: events, workshops, etc.) indicated by the Program Staff which I must satisfy in order to successfully complete the CAP Program.

Student’s Name (print please): _______________________________ Date: ______________

Student’s Signature: _____________________________________ Date: ______________

Advisor’s Signature: _____________________________________ Date: ______________
The following involves your right to privacy in regards to your academic records:

____ I understand that as a college student, and being over the age of 18, I am protected by the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

In compliance with these regulations:

____ I give the Academic Advisors from the CAP Program permission to speak with the following regarding my academic and personal concerns:

1. Name_____________________________ Relationship to student________________
   Phone number______________________
2. Name_____________________________ Relationship to student________________
   Phone number______________________
3. Name_____________________________ Relationship to student________________
   Phone number______________________

____ I do not give the Academic Advisors from the CAP Program permission to speak with any family member, parent, or guardian regarding my academic and personal concerns.

Student’s Name (print please): ______________________________ Date: ______________

Student’s Signature: ______________________________________ Date: ______________

Advisor’s Signature: ______________________________________ Date: ______________
University (UNV) 101
One of your required courses is University 101, which meets weekly and is led by your CAP Academic Advisor. Your Peer Leader also assists in and out of the classroom. These sessions will focus on developing your skills in time management, organization, academic planning and other important areas. You will also learn about University policies and resources, and receive information concerning registration. You may also use these sessions for on-going advisement and to help monitor your academic progress with your Academic Advisor and Peer Leader.

University Core Curriculum
Note: The information on the following page only provides general guidelines to University requirements; if you have further questions about University policies and programs, consult the 2004-2006 Pace University Undergraduate Catalog. This catalog explains in detail the requirements of your intended major, adding and dropping courses, etc. In addition, we will review the core requirements in depth during the UNV 101 “Pre-Registration” class.

All Pace students must satisfy 60 credits of the core curriculum. The core curriculum is designed to give you a comprehensive sense of the world and to develop your ability to communicate clearly and think critically. Core courses help you find an area of study that is suitable to your interests and talents. These core requirement courses are taken throughout your college career and often simultaneously while taking courses within your major.

The Pace Portal
Pace students can access information about courses, schedules, student accounts, financial aid, grades, campus resources and more through their Pace Portal. Information is available 24 hours a day, 7 days a week. For instructions on how to login, see the home page at http://portal.pace.edu.

The CAP Website
The official CAP website is located at: http://www.pace.edu/cap. On this website you will find information on the program, including the following:

- Program requirements
- Staff and faculty information
- Links to campus resources
- CAP events/workshops
- Information on University Core requirements
- Information on registration
### Section I. Foundational Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH 110 - COMPOSITION</td>
<td>3</td>
</tr>
<tr>
<td>(Can test out through placement or VSAT score)</td>
<td></td>
</tr>
<tr>
<td>ENGLISH 120 - CRITICAL WRITING</td>
<td>4</td>
</tr>
<tr>
<td>ENGLISH 201 - WRITING IN THE DISCIPLINES</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTING FOUNDATION CORE COURSE (CIS 101 or TS 105)*</td>
<td>0-3*</td>
</tr>
<tr>
<td>MATH*</td>
<td>3</td>
</tr>
<tr>
<td>FOUNDATION SCIENCE COURSE*</td>
<td>3</td>
</tr>
<tr>
<td>COM 200 - PUBLIC SPEAKING</td>
<td>3</td>
</tr>
<tr>
<td>SECOND LANGUAGE*</td>
<td>0-6*</td>
</tr>
</tbody>
</table>

### Section II. Areas of Knowledge –

No more than two courses may be taken from the same discipline

<table>
<thead>
<tr>
<th>Area</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic Engagement and Public Values</td>
<td>1 course</td>
</tr>
<tr>
<td>Western Heritage</td>
<td>1-2 courses in 2 <strong>different</strong> disciplines</td>
</tr>
<tr>
<td>World Traditions and Cultures</td>
<td>1-2 courses in 2 <strong>different</strong> disciplines.</td>
</tr>
<tr>
<td>Humanistic and Creative Expressions</td>
<td>1-2 courses in 2 <strong>different</strong> disciplines.</td>
</tr>
<tr>
<td>Analysis of Human, Social, and Natural Phenomena</td>
<td>1-2 courses in 2 <strong>different</strong> disciplines.</td>
</tr>
</tbody>
</table>

### Section III. Inquiry and Exploration

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS AND SCIENCE ELECTIVES* outside of the student’s major.</td>
<td>8-21</td>
</tr>
<tr>
<td>Students may complete a minor in the Arts and Sciences in this area.</td>
<td></td>
</tr>
</tbody>
</table>

*See advisor for further details regarding these requirements

### ADDITIONAL CORE REQUIREMENTS:

- **One Learning Community**
- **Two Writing-Enhanced courses** (from any discipline, and designated as “WE”)
Academic Support

Academic Advisors/CAE Staff
You have an Academic Advisor who will provide you with guidance in academic matters, and assist you through registration and other University procedures. Your advisor can help you in selecting courses, fulfilling major requirements, locating and utilizing University resources, and sorting out issues concerning classes, faculty, and schedules. Your advisor is also the professor who teaches your University 101 course. To meet with your advisor, call to make an appointment or drop by. Advisors from the CAP Program have an “open door” policy and welcome your visit.

**Please note that during the first semester, you will have two required individual meetings with your advisor, and at least two required individual meetings the second semester. Before you register for classes second semester, it is a prerequisite that you meet with your advisor.**

The following are those who work with the CAP Program:

- **Prof. Gerald Greland**, Associate Director/Academic Advisor (ggreland@pace.edu)
- **Prof. Lyn Donna George**, Academic Advisor (lgeorge@pace.edu)
- **Prof. Jenny Mead**, Academic Advisor (jmead@pace.edu)

In addition, the following students will be Peer Leaders for the Fall 2005 semester:

- Mabel Bonilla
- Tanvir Hossain
- Jeffrey LeFrancois
- Florina Malakh
- Norman Payne
- Eugene Roymisher
- Enza Sallustio
- Elizabeth Teran

The CAP Program is one department of four within the Center for Academic Excellence (CAE), located on the 2nd floor of 41 Park Row.

Tutoring Center
The Tutoring Center is also located on the second floor of 41 Park Row.

- Their phone number is 212-346-1407.
- Tutoring is offered by professionals and peer tutors.
- Tutoring is offered on a drop-in basis for all students in most subjects, no appointment is necessary, but check the schedule for hours for each subject.
- Individual and small-group instruction is available.
- It’s free!

Faculty
It is important that you know the name, office location, and telephone number of each of your professors. This information is often provided in the syllabus or course outline. Visit your professor during office hours to simply meet him or her and/or to ask questions. Information on the faculty members who teach CAP courses can be found on the CAP website.
General Policies

Grading
Professors determine their own grading policies based on tests, assignments, classroom participation, and attendance. You should ask for each professor's grading policies if these are not outlined in the syllabus. In addition, it is important to know how a professor computes your final grade, and if possible, the percentages of the various assignments and tests to better understand how your grade will be computed. The Registrar mails official grade reports to you at the end of each semester. You may also check your grades by checking on-line through your Pace Portal.

Withdrawing from Classes
Withdrawal from any class is not encouraged. If you withdraw, and it is a required course, you usually will have to repeat the course, thus slowing up your progress. In CAP, you may withdraw from a Fall Semester course, with the permission of the professor and your advisor. You may not withdraw from English, a Learning Community or UNV 101.

Incompletes
While Incompletes are strongly discouraged, the Inability to complete required course work or to take an examination may, at the discretion of the instructor, result in a grade of “I”, or “Incomplete.” A maximum of six weeks will be provided to allow the students to complete the required course work or examination. If the course requirements are not completed within the six-week period, the grade of “I” will automatically become an “I-F,” or “Incomplete Failure.” An “I-F” grade will count the same as an “F” or “Failing” grade, and will be computed into the GPA as an “F.” If you know that you are missing work, and may receive an “I” grade, it is important to try and make up that work before the grade is given at the end of the semester. Make up all assignments and examinations sooner rather than later! It is the students responsibility to follow up with professors about missing assignments/examinations/”I” grades. The professor will not come to you; you must go to them to resolve the grade.

Attendance
Professors set their own guidelines for attendance, and should inform you of these in their syllabi and/or in class. Be sure to understand and follow the attendance policy as It will be a factor in grading. In general, you should attend every class so as not to fall behind. If you miss a class, it is up to you to speak with your professor and/or a classmate to obtain notes on the material discussed in class. Absences should be reserved for real excuses, i.e. emergencies, sickness, etc.

Mailings
The CAP Program will mail you information about upcoming activities, deadlines, and opportunities. Information will also be posted on the bulletin boards located on the second floor of 41 Park Row, and on the website at: http://www.pace.edu/cap.

Please make sure the CAP Office always has your current address and telephone number. To officially change your mailing information in the Pace computer system, you must do so at the SARS Office or online through your Pace Portal.
Registration

Registration for the Spring Semester
You will register for the spring semester in early November. At this time, your Academic Advisor will assist you in choosing your classes, including:

- English 120/105D (if not taken in the fall)
- the next Math class in your sequence, if applicable
- two to four core courses (depending on your QPA and major)
- one or two courses from your intended major

Please note: If you have achieved a QPA of 3.0 in the Fall semester, you may request permission to register for up to 18 credits.

In order to register, you must see a CAP Academic Advisor at a registration advisement session. You will sign up for appointments in your UNV 101 class.

- You select some courses within the CAP Program, including math and English.
- We review and record your requests.
- You register for them on-line through your Pace Portal.
- We follow-up to make sure you registered for what was agreed upon in the registration advisement session.

Registration for Sophomore Year
Registration for the fall semester of sophomore year takes place in mid-April. You will attend a registration meeting with your advisor to obtain the necessary approval as well as information about your intended major. Although you may choose whatever courses are appropriate for your major, it is suggested that you take:

- Communication 200 (Public Speaking)
- At least one required Core Curriculum course
- Whichever Math class you need for your major
- A class from your major

At this time, you may also discuss registration for any summer classes, either here, or at another institution.