

**FERRIS STATE UNIVERSITY  
COLLEGE OF EDUCATION AND HUMAN SERVICES  
STUDENT SUCCESS POLICY**

**Stay on Track and on Time**

The College of Education and Human Services Student Academic Success Policy presents a guide to help you succeed at Ferris State University and in your degree program within the College. Because the job market and entrance to graduate schools are very competitive, employers and admissions counselors for graduate schools select applicants who demonstrate that they can “do the job right the first time.” Specifically, they are looking for graduates, who have good grades and have completed their coursework in a timely fashion. Plus, let’s face facts—attending college costs a lot of money. Graduating on time actually works to your advantage and helps your bank account. Please read the College of Education and Human Services Student Academic Success Policy and use it as your guide to success.

**1. What is the policy?**

Most of our degree programs require a minimum of 120 credits; however, the specialized programs requiring certification and licensure require more. Additionally, the programs have internships that often lead to jobs and require professional performance. If you take 30 credits (full-time) a year, you typically can graduate in four years.

Each program has a reasonable set of outcomes and requirements that help you define progress in your major. You and your advisor(s) will have copies of checksheets to use as guides for selecting courses and identifying progress from semester to semester.

The checksheets for each program present reasonable plans for progressing through your coursework. By closely working with advisors, you can plan and monitor your progress.

As a College of Education and Human Services student, you will be expected to take responsibility for following checksheets, keeping them up-to-date, and scheduling appointments with advisors when it is time for registration and when other questions arise (for example, to drop or add a course, to get help for a course, or just to talk about progress).

You will also be expected to use your Ferris State University e-mail account and check MyFSU or your instructors’ Ferris Connect page for information about registration, advising, classes, and other programmatic announcements.

**2. What does the College of Education and Human Services do to help?**

Ferris State University requires a FSUS 100 class for all first-year students. The FSUS seminar provides a semester-long orientation to the University and to the College. In the College of Education and Human Services, the faculty for the FSUS 100 classes are typically faculty members who are also advisors in their degree programs. You, like other students who succeed at Ferris State University, need to attend all of your FSUS 100 class.

Your advisor might suggest that you enroll in a Structured Learning Assistance (SLA) section of a course which provides additional help, particularly in some of the challenging classes.

After you have been scheduled for the first semester, the College of Education and Human Services assigns an advisor or advisors to you. Advisors are available to help you select your classes throughout your four years at Ferris State University and, especially, during the registration period. You

may also meet with your advisor to consider other questions that arise during your time at Ferris, especially those questions that relate to your academic standing.

Some departments and faculty advisors place “holds” on your records to ensure that you see an advisor prior to registration and that you are taking the appropriate courses. Even in those cases where registration holds are not used, it is a good idea to review your plans with an advisor before you register. The intent of academic advising is to make sure you take the right classes in the proper sequence, to refer you to the proper office for any necessary assistance, and to minimize the time and expense that can result from poor planning.

The College of Education and Human Services also has an Educational Counselor on staff in room 604 Bishop Hall to help you with the initial course schedule and other problems that might arise.

Finally, depending on the program, the educational counselor or your advisor will complete a graduation clearance for you one or more semesters before your projected graduation date. Your participation in the graduation clearance process is early enough in your college career to make sure that you are taking the correct courses and have the correct grade point average to qualify for graduation.

### **3. What are the expectations and outcomes of the College of Education and Human Services?**

If you enter this college as a first-time, full-time freshmen, your ‘clock’ begins ticking on the first day of the first semester. You are expected to meet the requirements on time and fulfill the graduation goals.

If you transferred from another program within Ferris State University or from another college or university, you will need to work with your advisor to determine your completion plan for graduation.

If you are a double major, are taking minors, or involved in something special such as the Honors Program or internships, you will need to work with your advisor or advisors to review your checksheets and develop a complete plan that does not have course conflicts and to ensure that you are on a timely path to graduation. Most programs do not allow internships until all of your coursework is completed or at very specific times in your college career.

If you are unable to meet the programmatic outcomes and expectations, you need to meet with your advisor or with the Educational Counselor to search for programs that are more interesting for you and where you can succeed.

**Remember**—By working together, we both can achieve great goals: you can be successful, complete your degree on time with good grades, and find a job or graduate program in this competitive environment. The College of Education and Human Services then has a new alumnus in whom the faculty members of the College take pride.

*If you have questions about the Student Success Policy, contact:*

- *School of Criminal Justice – [crowef@ferris.edu](mailto:crowef@ferris.edu)*
- *School of Education – [ingl@ferris.edu](mailto:ingl@ferris.edu)*
- *Recreation, Leisure Services and Wellness – [hastings@ferris.edu](mailto:hastings@ferris.edu)*
- *Television and Digital Media Production – [morcomc@ferris.edu](mailto:morcomc@ferris.edu)*

Adapted from the College of Agriculture and Natural Resources, University of Maryland *Student Academic Success Policy*