



## **Project Atlas Mini Handbook**

Welcome to SNHU's Project Atlas!

As an accredited institution of higher education, SNHU has a series of policies and procedures students must follow. This mini handbook will provide you with additional information on the SNHU policies and procedures that will apply. Project Atlas will follow two general guidelines on which policies of the University apply in which situation. For all competency-based academic policies, the **College of Online and Continuing Education Academic Catalog** will take precedence. For policies that involved being physically located on campus, conduct, etc., the **University College Academic Catalog** will be used. Additional policies can also be found in the **SNHU Student Handbook**.

Below are specific policies where those two guidelines do not clearly apply.

### **Academic Calendar**

Project Atlas will follow the Campus Undergraduate Term Schedule for the fall and spring terms.

### **Attendance**

Project Atlas will follow SNHU University College's Attendance, Undergraduate Policy. On time attendance in class and all supplemental classroom activities is mandatory.

Students are expected to attend all classes, arrive on time, remain for the entire class period, and to report to class fully prepared with all required materials. Arriving late for class is not tolerated. Being late for class 3 times will equal 1 absence. When absent, a student is responsible for the work covered in class that day and assignments for the next class. Absence due to religious observance shall be handled under the University's Religious Observance policy.

Absences throughout the course of each term will evoke the following repercussions:

- 9 absences – The student will receive a warning letter.
- 12 absences – The student will meet with the Project Atlas Executive Director.
- Over 18 absences – The student will be withdrawn from the Project Atlas Program.

Additional information can be found in the SNHU Student Handbook – Classroom Attendance Responsibility section.

## Disputes

### Academic Disputes

If a Project Atlas student feels they received an evaluation and/or feedback for a project that are erroneous, they should follow the CfA Student Evaluation Appeal Policy.

### Student Conduct Disputes

If a Project Atlas student feels the University's Student Code of Conduct has been violated by another student, they should report the incident to the Director of Community Standards – Jay Tifone either via email [j.tifone@snhu.edu](mailto:j.tifone@snhu.edu) or in-person at the Student Center.

## General Behavior Policies

### Conduct Policies

The SNHU Student Handbook lays out a series of categories of prohibited conduct and standards. These policies are in place to ensure the safety and well-being of our community. They apply to all SNHU students, including Atlas students.

In addition, there are a series of policies in the handbook that are specific to both University College (UC – campus) and the College of Online and Continuing Education (COCE – online). Given the hybrid nature of Project Atlas, some policies will be more applicable than others depending on circumstance.

Project Atlas students should pay particular attention to the following sections of the handbook that correspond to the appropriate college.

Conditions of Enrollment	UC – campus
COCE Online Course Etiquette	COCE – online
SNHU CARES Team	UC – campus
Student Organization Recognition	UC – campus
Student Organization Conduct Standards	UC – campus
UC Residence Life Policies	UC – campus
Academic Honesty Policies	COCE - online

## Satisfactory Academic Progress

Students receiving Title IV federal financial aid must remain in good academic standing with the University at the end of each term. Project Atlas students will follow SNHU's CfA Standards for Satisfactory Academic Progress (SAP).

This policy requires a completion rate minimum of 67% of attempted competencies in the semester. This 67% rate is equivalent to mastering 8 competencies and attempting 12 competencies for full time students. SAP is calculated cumulatively

every semester. Failure to meet these standards could result in a loss of federal aid requiring the student to owe SNHU the balance of the returned funds.

## **Scholastic Standing**

A student's scholastic standing is determined based upon information contained in the student's academic record at the end of each semester or at any other time deemed appropriate. Students must meet both qualitative and quantitative (minimum completion rate) standards to remain in good scholastic standing. A student meets both the qualitative and quantitative requirement by mastering at least six competencies during each semester.

Students who do not meet scholastic standing requirements face scholastic sanctions that include Scholastic Warning and Academic Program Suspension. Students who withdraw prior to completing 60% of the semester will not be subject to scholastic sanctions for that semester.

Scholastic Warning: Students who do not master at least six competencies in a semester are placed on scholastic warning for the following semester.

Academic Program Suspension: Students who are on Scholastic Warning and fail to master at least six competencies in the semester will be suspended from the program. Students who do not meet these standards due to extenuating circumstances but who are making substantial progress towards the demonstration of the standard will be reviewed on a case-by-case basis.

If allowed to remain in Project Atlas, students having academic difficulty will be referred to the appropriate academic support services. Students placed on Academic Program Suspension may appeal the decision to the Atlas Scholastic Standing Committee. This appeal must be submitted within one week after the end of the term. This ensures the student's appeal will be evaluated before the start of the next term. Students who do not follow this process run the risk of losing their place in the Atlas cohort permanently.

## **Withdrawal**

If a Project Atlas student wishes to withdraw from SNHU, they will follow the University Wide Withdrawal Policy.

The completed withdrawal form will be processed using the date of last project submission as the official withdrawal date, unless students choose to complete the current term, in which case their withdrawal from the university will be processed after final competency masteries have been entered. Withdrawals initiated on or after the 13<sup>th</sup> week of the undergraduate day term will be processed using the last day of the current term (unless approved by the Dean of Student Success). The determined withdrawal date is used to process a refund per the University College refund policy.

Additional information can be found in the SNHU Student Handbook – UC Students Withdrawing section.

We want you to be successful. If at any point you have questions or concerns, please do not hesitate to reach out to Kerry Clegg, Project Atlas Learning Coach, ([k.clegg@snhu.edu](mailto:k.clegg@snhu.edu)) or Jennifer Share, Project Atlas Executive Director ([j.share@snhu.edu](mailto:j.share@snhu.edu)).