

Fiat Lux Scholars Program



Student Policy Handbook

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Workshops

- First Year Scholars must complete a minimum of (3) workshops every semester.
- Second Year Scholars must complete a minimum of (2) workshops every semester.
- Scholars must stay throughout the entire workshop if they want to receive credit.
 - Fiat Lux Scholars must check-in and check-out of workshops with a Lead Scholar due to the possibility of non-Fiat Lux Scholars attending the workshops.
 - Scholars will not be able to receive credit for the workshop if they are more than 10 minutes late.
 - Scholars who need to leave early must inform a Lead Scholar before the start of the workshop or they will not be able to receive credit.
- Scholars are allowed to complete (1) outside workshop
 - Outside workshops are defined as workshops that are not hosted by Fiat Lux staff or are not in collaboration with the Fiat Lux Program (If they are not listed on our calendar, they are considered outside workshops).
 - If a scholar has any questions about whether an event they attended can count towards an outside workshop, they can email a Fiat Lux Counselor for approval.
 - Scholars must fill out this webform if they attend an outside workshop and wish to receive credit: <https://fiatlux.ucmerced.edu/form/outside-workshop-webform>
 - The webform for the outside workshop must be submitted within 7 days after attending an outside workshop.
- Disruptive behavior such as: interrupting presenters, excessive talking, texting, and use of electronic devices/applications is prohibited while attending workshops.
 - If a scholar is being disruptive, the Lead Scholar shall issue (1) verbal warning. If the disruptive behavior persists, the scholar will be asked to leave, and they will not receive credit for attending that workshop.
- There are no exceptions for not completing the workshop requirements unless discussed with a Fiat Lux Counselor.
- Scholars must schedule an appointment with a Fiat Lux Counselor if any accommodations are needed.

Socials

- First and Second Year Scholars must attend at least (1) social every semester.
- Scholars must RSVP to confirm their attendance.
- Scholars must do the following in order to receive credit:
 - Scholars must be actively engaged in the activities
 - Scholars must sign-in/out of the social
 - Scholars must be present for at least an hour
- There are no exceptions for not completing the social requirement unless discussed with a Fiat Lux Counselor.
- Scholars must schedule an appointment with a Fiat Lux Counselor if any accommodations are needed.

Faculty Receptions

- First and Second Year Scholars must attend (1) Faculty Reception every semester. A Faculty Reception will be hosted every month, giving the scholar multiple chances to attend.
- Scholars must RSVP to confirm their attendance.
- Scholars must stay for the entire event in order to receive credit unless:
 - Scholars need to leave 10 minutes early due to them having a class/work conflict.
 - Scholars who need to leave early must email a Fiat Lux Counselor at least a day before the event.
- Scholars can be excused from the faculty reception requirement for a class/work conflict, however, the scholar must let a Fiat Lux Counselor know about it early on in the semester.
 - Scholars must schedule an appointment with a Fiat Lux Counselor to get this requirement excused or to make accommodations.

Counselor Meetings

- All Scholars are required to meet with a Fiat Lux Counselor (2) times every semester
- Scholars must make an appointment prior to meeting with a Fiat Lux Counselor.
- Scholars can schedule an appointment through the Fiat Lux Website
 - Click 'Contact' tab → 'Professional Staff'
 - Click on the appointment link for either Maria or Kisha
- Scholars have the option to schedule a 30-minute or 1-hour meeting.
- Scholars are required to meet with a Fiat Lux Counselor to excuse any requirement.

Community Scholar Meetings

- First Year Scholars are required to meet with a Community Scholar (3) times every semester
- Scholars can attend a Community Scholar's office hours with or without an appointment
 - Scheduled appointments will have priority over those who do not have an appointment.
- Scholars can schedule an appointment through the Fiat Lux Website
 - Click 'Contact' tab → 'Student Staff' → 'Community Scholars'
 - Click the scheduling link for the Community Scholar you would like to set-up an appointment with
- Scholars must meet with a Community Scholar for at least 30 minutes.
- In order to receive credit, Scholars must individually meet with a Community Scholar.
 - Group meetings will not be allowed

Lead Scholar Meetings

- Second Year Scholars are required to meet with a Lead Scholar (2) times every semester.
- Scholars can attend a Lead Scholar's office hours with or without an appointment
 - Scheduled appointments will have priority over those who do not have an appointment.
- Scholars can schedule an appointment through the Fiat Lux Website
 - Click 'Contact' tab → 'Student Staff' → 'Lead Scholars'
 - Click the scheduling link for the Lead Scholar you would like to set-up an appointment with
- Scholars must meet with a Lead Scholar for at least 30 minutes
- In order to receive credit, Scholars must individually meet with a Lead Scholar.
 - Group meetings will not be allowed

Professional Development

- First and Second Year Scholars must complete (1) Professional Development requirement every semester
- Third and Fourth Year Scholars must complete (2) Professional Development Requirements every semester
- The Professional Development requirement can be met through many ways including, but not limited to:
 - Meeting with a Career Counselor from the Center for Career and Professional Advancement (CCPA)
 - Meeting with a Coordinator in the Undergraduate Research Opportunities Center (UROC)
 - Meeting with a Study Abroad Advisor from the Office of International Affairs
 - Attend an event that contributes to your leadership development, growth and goals post-graduation such as:
 - Workshop pertaining to a specific field of interest
 - Conferences (leadership/professional)
 - Attend or participate on a panel
 - Career Fair
 - Graduate School Fair
 - Participate in an Interview
 - Networking Event
 - For an extensive list for what can count towards a professional development requirement, please click on the following link:
http://fiatlux.ucmerced.edu/Fiat_Lux_Approved_Workshop_Calendar
- Scholars must fill out this webform if they complete a professional development activity and wish to receive credit: <http://fiatlux.ucmerced.edu/form/professional-development-summary>
 - Web form must be submitted within 7 days of completing this requirement
- There are no exceptions for not completing the Professional Development requirement unless discussed with a Fiat Lux Counselor
- If a scholar is not sure if an activity they participated in can count as Professional Development, it is best to email a Fiat Lux Counselor for approval
- Scholars must schedule an appointment with a Fiat Lux Counselor if any accommodations are needed

Study Sessions

- First Year Scholars must complete (4) hours of study hours every week
- Depending on the scholar's learning preference and academic needs, the weekly (4) hour study sessions can be completed in the following ways:
 - (2) hours must be completed weekly by attending a Fiat Lux hosted Study Session
 - (2) hours of the 4 weekly required hours can be replaced with resource cards (please refer to the **Academic Support Resource Cards** section on page 12)
 - Scholars can also choose to complete all 4 hours every week by simply attending Fiat Lux hosted Study Sessions.
- Scholars must attend a study session for at least an hour to receive credit. After the first hour is completed, credit will be given in increments of 15, 30, and 45 minutes.
- Scholars are required to come to sessions prepared to do academic work.
- Scholars must sign-in/out during every session.
- For each hour, the scholars are allowed to take a 5 to 10-minute break
 - Please note that the 5 to 10-minute break is earned after the hour has been completed not before
 - If taking a break, scholars must inform the Academic Scholar
 - If the student is gone for more than 10 min and/or does not inform the Academic Scholar that they are leaving the room, the scholar will not get credit for the time they were away.
 - Scholars who choose to remain in the study session room while on break, should be mindful of other scholars as not all scholars are on break.
- Food is allowed, but it should not be a distraction.
- Each Fiat Lux scholar that attends these sessions must check-in and check-out with an Academic Scholar due to the possibility of non-Fiat Lux scholars attending a study session.
- The number of individuals in a study session room may not exceed the room's capacity.
 - No scholar is allowed to sit on the floor – due to it being a possible fire hazard.
- When watching/listening to audio or media related to an academic assignment, headphones must be utilized, and it should not distract other scholars.
- Excessive talking, texting, and disruptive use of electronic devices/applications is prohibited

- Facebook, YouTube, and any other social media site shall not be utilized during study session hours unless related to the academic assignment.
- If a scholar is being disruptive, the Academic Scholar shall issue (1) verbal warning. If the noise persists, the scholar will be asked to leave, and they will not receive credit for attending that session.
- If a scholar does not complete their hours in a given week, the hours for that given week can only be made up the following week.
- There are no exceptions for not completing the (4) hour requirement unless discussed with a Fiat Lux Counselor.
- Scholars must schedule an appointment with a Fiat Lux Counselor if any accommodations are needed.
- Failure to complete weekly hours may result in dismissal from the Fiat Lux Scholars Program.

Academic Support Resource Cards

- Study session hours can also be credited through different assisted learning resources on-campus (e.g. PALS, Math Center, Chem. Center, Faculty office hours, Writing Center, etc.).
 - You must attend a learning center session for at least (30) minutes to receive (1) hour worth of credit towards your study session requirement.
 - You must attend a faculty or TA's office hours for at least (15) minutes to receive (1) hour worth of credit towards your study session requirement.
- (2) hours of resource cards can count towards your 4-hour weekly requirement.
- Only (1) hour per resource card is permitted. Scholars can turn in up to two resource cards every week.
- Resource cards must be turned into an Academic Scholar during an official Fiat Lux study session by the Saturday of the week the hours are completed.
- Resource cards may also be turned into the designated resource card box located in Tenaya 160.
- Resource workshops (e.g. Grammar workshop, Library resources, etc.) can count for meeting either an outside workshop requirement or 1 hour of an Academic Support Resource Card but cannot count for both.

Program Continuation & Recognition

- Scholars must complete 100% of their requirements each semester to remain in the program.
- Scholars who fail to complete 100% of their requirements each semester will be dismissed from the program at the end of the academic school year and their financial aid package will be in jeopardy.
 - It is the scholar's responsibility to be aware of their requirement completions.
 - If a scholar notices a discrepancy on their weekly requirement progress report, it is the scholar's responsibility to e-mail the Fiat Lux account with this information. The e-mail is fiatlux@ucmerced.edu.
- Scholars must maintain a 2.75 GPA.
 - This does not apply to any scholar who entered the Fiat Lux Scholars Program prior to Fall 2018.
- Scholars who complete 100% of their program requirements each semester will receive recognition at our End of Year Recognition Ceremony, held at the end of the Spring semester.
- Scholars who remain in the program during their four years at the university will receive a stole to wear upon graduation.
 - Scholars who continue their undergraduate education *after* four years will receive their stole at the end of Spring semester of their 4th year.
 - Scholars who anticipate completing their undergraduate education *prior* to four years must email the Fiat Lux account the semester before their expected graduation date in order to guarantee a stole.
- Scholars will not be expected to complete their requirements if they are on Educational Leave or are studying abroad.
- First year scholars are required to live in the Fiat Lux Living Learning Community; however, due to certain circumstances that may arise, exceptions may be made at the discretion of the Program Coordinator.

Fiat Lux Scholar Program Requirements

- First Year Requirements
 - 4 hours a week of Study Session
 - 3 Workshops
 - 3 Community Scholar Meetings
 - 2 Fiat Lux Counselor Meetings
 - 1 Faculty Reception
 - 1 Social
 - 1 Professional Development

- Second Year Requirements
 - 2 Workshops
 - 2 Fiat Lux Counselor Meetings
 - 2 Lead Scholars Meetings
 - 1 Faculty Reception
 - 1 Professional Development
 - 1 Social

- Third Year Requirements
 - 2 Counselor Meetings
 - 2 Professional Development

- Fourth Year Requirements
 - 2 Counselor Meetings
 - 2 Professional Development