

# **Fiat Lux Scholars Program**



## **Student Policy Handbook**

Last Updated: August 2021

## Table of Contents

	PAGE
Introduction	1-3
Fiat Lux Scholars Program Requirements	4
Workshops	5-6
Socials	6
Faculty Receptions	7
Counselor Meetings	7
Academic Scholar Meeting	8
Lead Scholar Meetings	9
Professional Development	10
Program Continuation & Recognition	11
Weekly Progress Reports	12
CalFresh	12

**Please read carefully to the current changes that programming will follow for the upcoming semester!**

- All programming events and meetings will be held online until October! This includes workshops, socials, faculty receptions, and counselor meetings.

**Fiat Lux Scholars Program Polices**

- Scholars **CANNOT** have 2 Academic Scholar meetings or Lead Scholar meetings on the same day, you must schedule these meetings **two days apart**.
  - Scholars will **NOT** get credit if 2 meetings occur on the same day.
  - If you foresee having difficulty scheduling meetings two days apart, please communicate this with one of our Program Counselors or by e-mailing the Fiat Lux Scholars Program at [fiatlux@ucmerced.edu](mailto:fiatlux@ucmerced.edu).
- Scholars **CANNOT** substitute a Lead Scholar meeting for an Academic Scholar meeting, unless, an accommodation is made through a Program Counselor.

## Recommendations

- We encourage you to schedule your Counselor, Academic and Lead Scholar meetings in advance to avoid difficulty meeting those requirements.
- We encourage you to communicate with us **if you feel you are unable to complete a program requirement due to a personal hardship, or other factors that you feel may prevent you from completing a requirement.** We are here to help and can assist you if you communicate with one of our Program Counselors or e-mail the Fiat Lux account.
- Please communicate with us if you have any concerns regarding requirements or would like to receive clarification on any requirement. We are always glad to assist you in any way we can. You can always e-mail [fiatlux@ucmerced.edu](mailto:fiatlux@ucmerced.edu) if you have any questions or concerns and we will gladly help you!

## Fiat Lux Scholars Program Requirements

### **First Year Requirements**

- 3 Workshops
- 2 Academic 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 Scholar Meetings
- 1 Faculty Reception
- 1 Professional Development
- 1 Social

### **Third Year Requirements**

- 1 Counselor Meeting
- 3 Professional Developments

### **Fourth Year Requirements**

- 1 Counselor Meeting
- 3 Professional Developments

## Workshops

- First Year Scholars must complete a minimum of (3) workshops every semester. 2 workshops must be hosted by The Fiat Lux Scholars Program. If a scholar so chooses, one of the 3 workshops can be an outside workshop (i.e., not hosted by the Fiat Lux Scholars Program).
- Second Year Scholars must complete a minimum of (2) workshops every semester. If a scholar so chooses, one of the 2 workshops can be an outside workshop (i.e., not hosted by the Fiat Lux Scholars Program).
- In order for a Fiat Lux Scholar to receive credit for a workshop the following must occur:
  - Scholars must stay throughout the entire workshop.
    - If a scholar experiences technical difficulty and is disconnected from a virtual workshop, the scholar is responsible for communicating this information to the Fiat Lux account at [fiatlux@ucmerced.edu](mailto:fiatlux@ucmerced.edu) within 24 hours of the workshop. Please also be sure to include the following information:
      - Name and date of the workshop
      - Two sentences regarding information that you learned
  - Scholars must check-in and check-out of workshops with a Lead Scholar.
  - Scholars may not be more than 5 minutes late to a virtual workshop and 10 minutes to an in-person workshop, unless an accommodation has been made by a Program Counselor.
  - 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 do not have to submit anything on Catcourses to receive credit but they need to complete the exit survey at the end of the event.
  - Lead Scholars reserve the right to not give credit to a student if they feel the student was not participating or actively listening
- 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 unless otherwise stated).
  - 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.
  - Outside workshops require a Catcourse submission. Please follow the directions in the description box of the assignment.
- Disruptive behavior such as: interrupting presenters, excessive talking, texting, and use of unnecessary electronic devices/applications is prohibited while attending workshops.
  - If a scholar is being disruptive, the Lead Scholar shall issue (1) warning. If the disruptive behavior persists, the scholar will be asked to leave, and they will not receive credit for attending that workshop

- Scholars cannot attend the same workshop twice and have it count as two separate workshops for their requirements. Scenario example:
  - The program is offering a series of Recruitment Workshops. There is a total of four workshops in which the content presented is the same for all. A scholar can only attend one of the four workshops and receive credit for completing one of their workshop requirements. Attending the same workshop twice will not be counted towards a second workshop requirement credit.
- There are no exceptions for not completing the workshop requirements unless an accommodation has been made by a Fiat Lux Counselor.
- Scholars must e-mail 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.
- Only Scholars in the Fiat Lux Scholars Program are allowed to attend Socials. Outside guests are not allowed to attend.
- Scholars must do the following in order to receive credit:
  - Scholars must be actively engaged in the activities
  - Scholars must sign-in and sign-out of the social
  - Scholars must be present for the full duration of the social
- There are no exceptions for not completing the social requirement unless an accommodation has been made by a Fiat Lux Counselor.
- Scholars must e-mail a Fiat Lux Counselor if any accommodations are needed.
- No submission is required for this event but you must complete the exit survey to receive credit.

## Faculty Receptions

- First- and Second-Year Scholars must attend (1) Faculty Reception every semester. A Faculty Reception will be hosted at least once a month on different weekdays, giving the scholar multiple chances to attend.
- Scholars must RSVP to confirm their attendance in-person but virtually scholars can attend any reception that best fits their schedule.
- In order for Scholars to receive credit:
  - Scholars must stay for the entire event unless
    - Scholars need to leave 5 minutes early due to them having a class/work conflict.
      - Scholars who need to leave more than 5 minutes early must e-mail the Fiat Lux e-mail account [fiatlux@ucmerced.edu](mailto:fiatlux@ucmerced.edu) at least a day before the event.
    - Scholars must do not have to provide a submission to the “Faculty Reception” assignment on Cat Courses
- Scholars who are unable to attend any of the faculty receptions will be expected to complete a Faculty Story report as an alternative for the requirement. The Faculty Story alternative must be requested by emailing the Fiat Lux account or a Fiat Lux counselor

## Counselor Meetings

- All 1<sup>st</sup>-year and 2<sup>nd</sup>-year Scholars are required to meet with a Fiat Lux Counselor (2) times every semester
- All 3<sup>rd</sup>-year and 4<sup>th</sup>-year Scholars are required to meet with a Fiat Lux Counselor once 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 or Catcourses
- Scholars are required to contact a Fiat Lux Counselor to excuse any requirement.



## Academic Scholar Meetings

- First-year Scholars are required to meet with an Academic Scholar (2) times every semester
- Scholars can attend an Academic Scholar's office hours by scheduling an appointment
  - Scholars can schedule an appointment on the Fiat Lux website or through catcourses
- Scholars must meet with an Academic Scholar for at least 30 minutes.
- Scholars **CANNOT** have 2 Academic Scholar meetings on the same day, you must schedule these meetings **two days apart**.
  - Scholars will **NOT** get credit if 2 meetings occur on the same day.
- Scholars must individually meet with an Academic 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 by scheduling an appointment
  - Scholars can schedule an appointment on the Fiat Lux website or through catcourses
- Scholars must meet with a Lead Scholar for at least 30 minutes
- Scholars **CANNOT** have 2 Lead Scholar meetings on the same day, you must schedule these meetings **two days apart**.
  - Scholars will **NOT** get credit if 2 meetings occur on the same day.
- 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 (3) Professional Development Requirements every semester
- The Professional Development requirement can be met through many ways.
  - Please refer to the list on the Fiat Lux website and on Catourses
- In order to receive credit, scholars must provide a submission to the “Professional Development” assignment on Cat Courses including the following information:
  1. Name and date of professional development opportunity
  2. Name of department or presenter hosting the professional development
  3. What were you hoping to learn from this Professional development?
  4. Was this professional development beneficial to your development? Please explain why or why not.
- There are no exceptions for not completing the Professional Development requirement unless an accommodation has been made by a Fiat Lux Counselor
- If a scholar is uncertain if a professional development opportunity will count, they may reach out to Fiat Lux Program Counselor for approval.
- Scholars must e-mail a Fiat Lux Counselor if any accommodations are needed.

## Program Continuation & Recognition

### All Scholars:

- **All scholars are expected to complete their assigned requirements.**
- Scholars who fail to complete their assigned requirements will receive an e-mail and be dismissed from the program at the end of the academic year.
  - This email will contain instructions on what do if a scholar is dismissed from the program.
  - It is the scholar's responsibility to be aware of their requirement completion.
  - Scholars who are dismissed also have the opportunity to appeal that decision.

If a scholar has completed a program requirement and notices that they have not received credit on Cat Courses, it is the scholar's responsibility to e-mail the Fiat Lux account with this information. The e-mail is [fiatlux@ucmerced.edu](mailto:fiatlux@ucmerced.edu).

- Scholars must maintain a cumulative 2.75 GPA by the end of the academic year.
  - Scholars who fail to meet the cumulative 2.75 GPA requirement by the end of the academic year but have completed all of their requirements may have to take additional steps for program continuation
  - submit a GPA appeal form through the Office of Financial Aid and Scholarships
- First-year scholars are required to live in the Fiat Lux Living Learning Community

### Graduation Stole

- Scholars who remain in the program during their four years at the university and complete their assigned requirements each academic year 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 4<sup>th</sup> 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.

### Educational Leave and Study Abroad

- Scholars will not be expected to complete their requirements if they are on Educational Leave or are studying abroad.

### Cat-Courses

- Cat-Courses will be the system that the program will be using to track scholars' requirements.
- Weekly Progress reports will no longer be sent as scholars will have access to their requirement progress at any time through Cat-Courses.
- If a scholar notices an error on their requirements, please e-mail the Fiat Lux Account as soon as possible.

### Cal-Fresh

- Since they are a part of the Fiat Lux Program, scholars may be eligible for Cal-Fresh
- The Fiat Lux Scholars Program provides a letter to scholars that assists them in applying for Cal-Fresh
  - **Please note**, the letter that scholars receive from the Fiat Lux Scholars Program cannot confirm that scholars will receive Cal-Fresh. There may be other components needed to confirm eligibility.
  - To receive a letter, please e-mail the Fiat Lux account so we can provide you with the proper documentation.