

March 9, 2016

TO: Faculty

FROM: Fletcher McClellan, Dean of Faculty

RE: Academic Advising and Implementation of SLE Requirement – Spring 2016

We are now in our third year of implementing the Signature Learning Experience (SLE) requirement. The current junior class (Class of 2017) will be the first to graduate with successful completion of this requirement.

During this pre-registration advising period, it is essential that you carefully check the records of all your current junior/rising senior advisees to see if they are on track to meet the SLE requirement. If there are students whom you think will have difficulty meeting the requirement, please let the Registrar's office or my office know.

As you advise first-year students, sophomores and juniors about SLEs, keep in mind that SLE definitions, the SLE Petition Form (for additions/deletions) and the complete list of qualified courses and experiences are available 24/7 in the [Academic Council– Public folder](#) under SLE Materials.

Here are some FAQs about the SLE requirement (thanks to Barry Wittman, chair of Academic Council, and Beverly Schmalhofer, Senior Associate Registrar, for providing updates and revisions):

How do I determine if a student is required to complete the SLE requirements for degree completion?

- ALL **FY students entering the College Fall 2013 or later** are required to complete SLEs
- Per academic policy, a student cannot follow catalog requirements older than four years unless continuously enrolled, therefore, **all students seeking readmission** may have their Catalog year (and program requirements) adjusted to the catalog year they are seeking readmission rather than their year of entrance. If this is the case, the advisor is notified of this change via the readmission approval notification process.
- **Transfer students** are accepted to Elizabethtown College on a rolling basis. As a result, a transfer student entering the college as a member of the 2013 cohort may/may not be required to complete SLEs. In consultation with the Admissions Office, a student's deposit date was used as the mechanism for requiring SLEs for transfer students.

On the students grad report: **Transfer students or Readmitted students** with a

- **CORE** definition of **CORE2003** should be encouraged to engage in SLE opportunities, but they are not required for degree completion. These students deposited prior to the approval of Signature Learning Experiences.
- **CORE** definition of **CORE2013** are required to complete a minimum of two SLEs as part of their graduation requirements for degree completion.

Where can I find the complete list of courses and experiences approved as SLEs?

- The complete list of courses and experiences is available 24/7 in the [Academic Council– Public folder](#) under SLE Materials.
- Registration and Records' CORE and SLEs webpage also highlights "Signature Learning Experiences". <http://www.etown.edu/offices/registration-records/sle-list.aspx>

Where can I find information on SLE offerings for any semester open for registration?

- The **Course Listing by Semester** navigation on the Registration and Records website includes an **ADVANCED SEARCH** option to allow for searching by SLE categories.
- Within JayWeb, all course offerings as part of the individual schedules are identified as SLE offerings as part of the course description. For example, a course description will include ***“Signature learning Experience: Community-Based learning”*** for all courses approved as community-based learning.

Is there an SLE check sheet?

- SLEs and the CORE Program are considered general education requirements for degree completion. The term “Checksheet” will be replaced by “Planner” going forward.
- The new form has been updated with the newly approved SLE definitions and it can be found at https://www.etown.edu/offices/registration-records/files/core_requirements/CORE_SLE_Planner.pdf

What is a Degree Planner?

- **Effective Fall 2016**, the College has migrated away from creating static checksheets for catalog programming. Instead, the College will begin using the ACALOG “Degree Planner” feature to automate the creation of degree planners. Every major/minor/cooperative program will have a unique “Degree Planner” created from Catalog copy. The degree planner not only lists individual program requirements; but also, course pre-requisites, and other pertinent information relating to the individual program. “Degree Planner” links are located in the upper-right hand corner of all program pages.

How will the College be educated on this change?

- Registration and Records has created two new webpages dedicated to the “Degree Planner” and “The Grad Report”. Advisors are encouraged to reduce dependency on planners by focusing on the grad report during advising meetings. Once a student has officially declared a major and/or minor, the student should transition from the planners to the online Grad Report. Why? Catalogs and Planners are never updated after the initial publication. The Grad Report is designed to capture transitional programming approved through faculty governance committees from the first-year to degree completion more fluid.

Each spring Registration and Records publishes the online Catalog in preparation for Summer Orientation. This Catalog is considered to be a “working document” until it is officially archived in the fall. This provides faculty the opportunity to verify that all approved changes through various faculty committees are accurately reflected in the online catalog. If you have ideas for improving the information we provide about SLEs or for advising students more effectively, please send your suggestions to me.

Thank you for your cooperation and good work with our students.