Description

The Personal Academic Support and Success (PASS) program provides advising and motivational support to undergraduate students in the College of Humanities and Social Sciences (CHSS). PASS utilizes a developmental model in addition to an appreciative advising model with the purpose of encouraging students to achieve their desired academic and personal outcomes.

PASS Mentors within the CHSS Academic Affairs Office guide students toward accountability for their own success by understanding and applying effective personal and academic strategies to achieve individual goals. PASS students work on an Academic Success Contract that allows them to understand and maximize unique areas of success during individual advising sessions and through multiple activities. Students will also have the opportunity to explore and leverage their strengths, better access campus resources, and eliminate barriers.

The PASS program consists of a period of assessment and planning, an implementation period, and an evaluation and follow up period where students will work on specific developmental modules in order to achieve their desired goals. PASS provides customized resources to assess and develop key areas in student success. Depending on the unique needs of each student, students will be able to improve their competency in any of the 16 different developmental modules offered in PASS. These modules include mindset, persistence, optimism, motivation, sense of belonging, self-efficacy, planning, organizational, and communication skills, academic advising and degree success, awareness of resources, support network, career goals, learning skills, time management, student transition, and overall well-being.

CHSS Goals

- Provide effective academic and personal support to the undergraduate student population
- Identify trends and factors that affect good standing, retention, and engagement for undergraduate students
- Provide effective preventive and intervention strategies to increase the rate of students in good standing and graduation completion

Student Goals

After participating in the PASS program, students will be able to:

- Understand their current academic standing
- Identify obstacles and factors involved in personal and academic success
- Identify ways to return to or maintain good standing
• Develop competencies in key areas of student success
• Develop an Academic Success Contract to achieve personal and academic success
• Engage in the Mason community to achieve their goals

**Student Learning Objectives**

Participating students will:

- Develop, in collaboration with their academic advisor, a semester schedule that is most conducive to their academic success.
- Identify the factors that affect their progress in previous semesters and develop an Academic Success Contract with strategies for addressing challenges and improving academic outcomes.
- Engage in developmental conversations with their PASS mentor while utilizing program resources to maximize opportunities for academic success.
- Understand the role academic advising plays in student success and explore ways to improve the advisor-advisee relationship.
- Demonstrate the ability to reflect on areas of strength and accomplishment over the course of the semester in PASS, as well as the specific strategies that facilitated this success.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will develop, in collaboration with their academic advisor, a</td>
<td>Student does not meet with their academic advisor during semester in the PASS</td>
<td>Student meets with academic advisor and submits SAM form prior to stated deadline.</td>
<td>Student meets with academic advisor prior to add/drop, makes schedule adjustments</td>
</tr>
<tr>
<td>semester schedule that is most conducive to their academic success.</td>
<td>program.</td>
<td></td>
<td>as necessary, thoroughly discusses academic and transitional support needed, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>submits SAM form prior to stated deadline.</td>
</tr>
<tr>
<td>Students will identify the factors that affected their progress in</td>
<td>Student does not complete the Pre-Assessment or interview with PASS mentor.</td>
<td>Student completes the Pre-Assessment and interview with PASS mentor, and develops</td>
<td>Student completes the Pre-Assessment, interview, and Academic Success Contract;</td>
</tr>
<tr>
<td>previous semesters and develop an Academic Success Contract with</td>
<td></td>
<td>an Academic Success Contract for the semester.</td>
<td>student completes activities beyond what was identified on the contract and</td>
</tr>
<tr>
<td>strategies for addressing challenges and improving academic outcomes.</td>
<td></td>
<td></td>
<td>regularly discusses progress with PASS mentor.</td>
</tr>
<tr>
<td>Students will engage in developmental conversations with their PASS</td>
<td>Student does not attend any required meetings or completes required steps with</td>
<td>Student attends two meetings with PASS mentor, and completes the required steps.</td>
<td>Student attends more than the two meetings with PASS mentor and completes additional</td>
</tr>
<tr>
<td>mentor while utilizing program resources to maximize opportunities for</td>
<td>PASS mentor.</td>
<td></td>
<td>modules within Blackboard, or seeks further support through a Mason resource/service.</td>
</tr>
<tr>
<td>academic success.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Students will understand the role academic advising plays in student success and explore ways to improve the advisor-advisee relationship.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Mandatory Outcome</th>
<th>Recommended Outcome</th>
<th>Student demonstrates experience using advising tools and resources, schedules and attends registration advising appointment with major advisor, and identifies questions to ask advisor beyond course scheduling.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student does not schedule an appointment with major advisor beyond completion of the SAM form.</td>
<td>Student schedules an appointment with major advisor to discuss registration for upcoming semester and demonstrates an understanding of how to locate advising tools and resources within CHSS.</td>
<td>Student completes reflection with examples of how the PASS program impacted their success and provides at least one strategy to carry forward in academic career.</td>
<td></td>
</tr>
</tbody>
</table>

Students will demonstrate the ability to reflect on areas of strength and accomplishment over the course of the semester in PASS, as well as the specific strategies that facilitated this success.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Mandatory Outcome</th>
<th>Recommended Outcome</th>
<th>Student completes reflection with in-depth analysis of specific strengths and strategies that affected their academic performance, identifies a plan for future semesters, and demonstrates improvement of overall academic standing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student does not complete required reflection.</td>
<td>Student completes reflection with examples of how the PASS program impacted their success and provides at least one strategy to carry forward in academic career.</td>
<td>Student completes reflection with in-depth analysis of specific strengths and strategies that affected their academic performance, identifies a plan for future semesters, and demonstrates improvement of overall academic standing.</td>
<td></td>
</tr>
</tbody>
</table>

### PASS Population Criteria

Qualifying students for PASS are classified as follows:

- **Mandatory PASS Group**
  - Undergraduate students in CHSS
  - GPA: 1.99 or below
  - Academic standing: warning or probation
  - Status: Active and enrolled in current semester
  - Admit term: Previous term
  - Classification: Transfer and freshmen
  - Exclusion from participation: Students who withdrew from all classes in previous term, inactive students, Mason Korea, Honors College, students on suspension, and students enrolled in majors within the School of Integrative Studies (SIS): INTS, INDV, and EVSS

  **NOTE:** Students in this group who are not enrolled in classes in the current term by the last day to add classes will be moved to the recommended PASS group.

- **Recommended PASS Group**
  - Undergraduate students in CHSS
  - GPA: 1.99 or below
  - Academic standing: Warning, probation, returning from suspension
  - Status: Active
  - Admit term: Any, other than previous term
  - Classification: Transfer and freshmen
  - Exclusion from participation: Inactive students, Mason Korea, and students in Honors College
NOTE: Students in good standing can also participate in the PASS program via recommendation from a faculty or staff member in CHSS.

DISCLAIMER: Due to reporting issues, some students who are eligible to participate in the PASS program, either for the Mandatory or Recommended groups, for the current academic term, might not have been included in the appropriate cohort. If a student considers that this is his or her case, please notify a PASS mentor in order to have access to the resources and complete the program accordingly. Contact information is listed in the last page of the guidelines.

Undergraduate Student Retention Populations in CHSS

<table>
<thead>
<tr>
<th></th>
<th>First-Time Freshmen</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory PASS Group</td>
<td>First-Year Freshmen</td>
<td>First-Year Transfer</td>
</tr>
<tr>
<td>Recommended PASS Group</td>
<td>Continuing Freshmen</td>
<td>Continuing Transfer</td>
</tr>
</tbody>
</table>

Program Length and Completion

One academic term (13 – 15 weeks). It is conducted every spring and fall. In order to finish the PASS program and receive the PASS Certificate of Completion, students must complete all steps of the program either in person or online within the same term in accordance to agreement with PASS mentor stated in the Academic Success Contract.

PASS Mentor’s Responsibilities

- Establish/build a relationship with student
- Explore concerns
- Problem solve in collaboration with student
- Facilitate student set goals
- Keep student on track
- Act as a supportive and caring contact
- Connect student with resources
- Help student navigate Mason life
- E-mail student regularly with updates, reminders
- Maintain confidentiality with sensitive information
- Provide accurate information, refer when necessary
- Arrive on time and communicate in advance about conflicts
- Schedule and attend meetings
- Email student after each meeting including copies of documents

Student’s responsibilities

- Complete all steps of the program
- Attend all meetings
- Arrive on time and communicate in advance about conflicts
- Follow through on referrals
- Be honest and open

**Recognition**

Students who complete all the steps of the program according to their Academic Success Contract by the set deadline, will receive the **PASS Certificate of Completion** issued by the CHSS Academic Affairs Office and signed by the dean. Students can include this award in their CVs in the future.

Students who receive the **PASS Certificate of Completion** are eligible to obtain referrals from the CHSS Academic Affairs Office for employment applications, internships and other academic applications.

**General Program Outline**

<table>
<thead>
<tr>
<th>Assessment and Planning Period (4 weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1. Pre-Assessment form</strong></td>
<td>During first, and second week of classes</td>
</tr>
<tr>
<td><strong>Step 2: Initial Meeting- Interview</strong></td>
<td>During first – fourth week of classes</td>
</tr>
<tr>
<td><strong>Step 3: SAM form</strong></td>
<td>By last day for Final Drop deadline</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implementation Period (9 weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 4: Developmental Modules</strong></td>
<td>Throughout the semester; recommended to start before midterms and extend to registration period</td>
</tr>
<tr>
<td><strong>Step 5: Mentorship</strong></td>
<td>Throughout the semester; recommended to start before midterms and extend to registration period for next term</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation and Follow-Up Period (2 weeks)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6: Reflection form</strong></td>
<td>Starting two weeks before last day of classes and by the day PASS certificates are awarded</td>
</tr>
<tr>
<td><strong>Step 7: Post-Assessment form</strong></td>
<td>Starting two weeks before last day of classes and by the day PASS certificates are awarded</td>
</tr>
<tr>
<td>Conferment of PASS Certificates</td>
<td>Last Thursday before last day of classes</td>
</tr>
</tbody>
</table>

**Program Components**

**Assessment and Planning Period**
- **Step 1. Pre-Assessment form**
- **Step 2: Initial Meeting- Interview**
- **Step 3: SAM form**

**Implementation Period**
- **Step 4: Developmental Modules**
- **Step 5: Mentorship**
Evaluation and Follow up Period
- **Step 6: Reflection form**
- **Step 7: Post-Assessment form**

Assessment and Planning Period
- **Step 1: Pre-Assessment form**
- **Step 2: Initial Meeting - Interview**

Step 1 and 2 constitute the assessment and planning portion of the PASS program. Initially, students will receive an email notifying them of their current academic status and their participation in the PASS program. In the same email, students will be directed to complete **Step 1: Pre-Assessment form (online)** before the deadline and a prompt asking to schedule the Initial Meeting – Interview.

During Step 2: **Initial Meeting – Interview** (virtual or in-person) students will receive information regarding all the steps of the program, PASS forms, and other resources such as additional information on Mason resources, contact information for academic advisors, and a detailed calendar with timeframes in which they need to complete each step and with important dates. This initial meeting, along with the Blackboard organization, will direct students throughout the program.

Students and PASS mentors will review the Pre-Assessment results, they will identify developmental modules to complete in the **Module Worksheets**, and they will prepare and sign the **Academic Success Contract**. The initial meeting will essentially help to understand the unique style of each student and the best tools for the students to maximize their chances of success. Students commit to one or more sessions depending on the modules to complete in agreement with the PASS mentor.

During the Initial Meeting, the student and PASS mentor will also talk about the **Student Advising Meeting (SAM) form**. To complete the SAM form, students must meet with their academic advisor (different from PASS Mentor or Peer Student Mentor) prior to the final drop deadline.

- **Step 3: SAM form**

Students will meet with their academic advisor (virtual or in-person) to complete the **SAM form**. They will also have the opportunity to meet with a PASS mentor in the event they are not able to meet with the academic advisor by the form’s stated deadline.

**IMPORTANT:** There are two different enrollment holds that can be placed on a student’s account upon failure to comply with the requirements of the PASS program according to their classification. Please refer to the “PASS Holds” section in this document for further information.

Implementation Period
- **Step 4: Developmental Modules**

Students work (virtually or in-person) with their PASS mentor and/or Peer Student Mentor on one or two modules per session. Each module should be covered in a 30-minute timeframe. Students can complete more modules on their own if needed via the Blackboard organization.

- **Step 5: Mentorship**
Mandatory PASS students are required to meet (virtually or in-person) at least one time with their Peer Student Mentor. This is with the intention to further support their completion of Step 4: Developmental Modules. Students will be contacted by their assigned Peer Student Mentor after the first day of classes via email.

**IMPORTANT:** There are two different enrollment holds that can be placed on a student’s account upon failure to comply with the requirements of the PASS program according to their classification. Please refer to the “PASS Holds” section in this document for further information.

**Evaluation and Follow up Period**

- **Step 6: Reflection form**
  
  At the end of the semester and before finals, students and PASS mentors will review (virtual or in-person) the Academic Success Contract to identify which areas were successfully completed and which others need further development. Both the student and PASS mentor will determine if an additional meeting is required for this step or not.

- **Step 7: Post-Assessment form**
  
  At the end of the semester and before finals, students will complete the Post-Assessment form (online form) as the last requirement to receive the PASS certificate of completion. A link for this form is available in Blackboard. Pre-Assessment and Post-Assessment forms contain the same scales based on the 16 developmental modules.

**PASS forms**

Regardless of the modules each individual student needs to complete, all PASS students are required to use the six following forms:

- **Pre-Assessment** (During Step 1: Pre-Assessment form)
- **Academic Success Contract** (During Step 2: Initial Meeting – Interview)
- **SAM form** (During Step 3: SAM Form)
- **Module Worksheets** (During Step 4: Developmental Modules and Step 5: Mentorship)
- **Reflection** (During Step 6: Reflection Form)
- **Post-Assessment** (During Step 7: Post-Assessment form)

**PASS Developmental Modules**

Based on data from previous semesters, the CHSS Academic Affairs Office has identified 16 factors playing a defining role in academic and personal success for undergraduate students in CHSS. Each individual student possesses stronger competence in some factors, whereas some other factors need to be improved.
After completing the Pre-Assessment form and during the Initial Meeting-Interview, both student and PASS mentor will identify which of the 16 modules will be prioritized throughout the semester.

The developmental modules are:

1. Mindset
2. Persistence
3. Optimism
4. Motivation
5. Sense of Belonging
6. Self-Efficacy
7. Planning and Organizational Skills
8. Communication Skills
9. Academic Advising and Degree Success
10. Awareness of Resources
11. Support Network
12. Career Goals
13. Learning Skills
14. Time Management
15. Student Transition
16. Well-Being

Students will work on their selected modules during sessions with PASS mentors and/or Peer Student Mentor, and/or via the Blackboard organization. This work constitutes Step 4: Developmental Modules.

**PASS holds**

There are two different enrollment holds that can be placed on a student’s account upon failure to comply with the requirements of the PASS program according to their classification:

- **Academic Advising Hold: SAM Form**
  - **Applies to:** Mandatory and Recommended PASS students
  - **Reason for hold:** Student will get this hold if the SAM Form has not been submitted to the CHSS Academic Affairs Office by 11:59 pm on the day the Selective Withdrawal Period ends for current term
  - **Duration of hold:** One calendar year (two terms)
  - **To get the hold removed:** Student must submit the SAM Form for current term.
    - The SAM Form hold will be removed if student achieves good standing at the end of academic term.
  
  **NOTE:** If you have met the requirements to no longer have the SAM Form hold placed but you still have the hold, please contact the CHSS Academic Affairs Office for assistance.

- **Academic Advising Hold: PASS Program**
  - **Applies to:** Mandatory PASS students only
  - **Reasons for hold:** Student will get this hold if one or both of the following conditions are met:
1. Student has not completed Step 1: Pre-Assessment form and/or Step 2: Initial Meeting-Interview by 11:59 pm on the day the Selective Withdrawal Period ends for current term
2. Student has not completed Step 4: Developmental Modules, Step 5: Mentorship, Step 6: Reflection form, and Step 7: Post-Assessment form by 11:59 pm on the last day of classes

- **Duration of Hold**: One calendar year (two terms)
- **To get the hold removed**:
  - **Within the next academic term after hold placement**: Student needs to complete any missing steps of the PASS program online or in person
  - **Within the second academic term after hold placement**: Student needs to submit the SAM form for current term

**NOTE**: Hold will be removed without further action if student achieves good standing at the end of the academic term.

Also, the hold will be removed without further action after one year of hold placement.

If you have met the requirements to no longer have the PASS Program hold placed but you still have the hold, please contact the CHSS Academic Affairs Office for assistance.

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### The PASS team

Students participating in the PASS program have a support team that consists of the following:

- **PASS Mentor**
  Oversees that students successfully complete all steps of the PASS program. Your PASS mentor is part of the CHSS Academic Affairs Office. The PASS mentor conducts the initial Meeting –Interview and assists with completion of the developmental modules. These modules can be completed with the PASS mentor, and/or with the Peer Student Mentor (for Mandatory PASS students only).

- **Academic Advisor**
  This is an advisor from the academic department for which the student has declared a major of study. For example, the academic advisor for anthropology, the academic advisor for psychology, or the academic advisor for English. Students complete the Student Advising Meeting (SAM) form with their respective Academic Advisors.

- **Peer Student Mentor**
  This is a fellow Mason student who provides additional support that only a current Mason student can provide, as opposed to the support provided by a staff member of the CHSS Academic Affairs office. Peer Student Mentors are assigned to Mandatory PASS students only. In addition of working with the PASS mentor, students can complete the modules in collaboration with their Peer Student Mentor.

**Which member of the PASS team helps me to complete each step of the PASS program?**
Below you can find a table pairing up the seven steps of the program with the assigned member of the PASS team:

<table>
<thead>
<tr>
<th>PASS Steps</th>
<th>PASS Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1. Pre-Assessment form</td>
<td>PASS Mentor</td>
</tr>
<tr>
<td>Step 2: Initial Meeting- Interview</td>
<td>PASS Mentor</td>
</tr>
<tr>
<td>Step 3: SAM form</td>
<td>Academic Advisor, and/or PASS Mentor</td>
</tr>
<tr>
<td>Step 4: Developmental Modules</td>
<td>PASS Mentor, and/or Peer Student Mentor</td>
</tr>
<tr>
<td>Step 5: Mentorship (Mandatory PASS only)</td>
<td>Peer Student Mentor</td>
</tr>
<tr>
<td>Step 6: Reflection form</td>
<td>PASS Mentor</td>
</tr>
<tr>
<td>Step 7: Post-Assessment form</td>
<td>PASS Mentor</td>
</tr>
</tbody>
</table>

PASS Events

During the semester, the PASS program hosts six different events. Students are highly encouraged to participate as they enhance the program and student experience, however non-attendance is not penalized.

- **PASS Meet and Greet.** Takes place during the second week of the semester. Students can attend in person or virtually. PASS mentors, Peer Student Mentors, students and members of the CHSS Academic Affairs Office are invited.
- **Student Success Workshops.** Four different sessions are hosted throughout the semester on topics pertaining to the developmental modules. Topics vary each semester. Students can attend in person or virtually. PASS mentors, Peer Student Mentors, students and members of the CHSS Academic Affairs Office are invited.
- **Conferment of PASS Certificates.** Takes place during the last week of classes. Students can attend in person or virtually. PASS mentors, Peer Student Mentors, students and members of the CHSS Academic Affairs Office are invited.

PASS Semester Timeline

**Deadlines for Holds Fall 2021**

**SAM Form Hold**
- Priority deadline: 09.14
- Final deadline: 10.27

**PASS Program Hold**
- Priority deadline: 10.27
- Final deadline: 12.03
**PASS Calendar Fall 2021**

**Assessment and Planning Period (08.24 - 09.21)**
- Step 1: Pre-Assessment form
- Step 2: Initial Meeting- Interview
- Step 3: SAM form

**Implementation Period (09.22 - 11.21)**
- Step 4: Developmental Modules
- Step 5: Mentorship

**Evaluation and Follow-Up Period (11.22 – 12.02)**
- Step 6: Reflection form
- Step 7: Post-Assessment form

**Conferment of PASS Certificates on 12.02.2021**

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**Semester Events Fall 2021**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASS Fall Meet and Greet</td>
<td>Wed Sept 1st 10:30 am – 12 pm</td>
</tr>
<tr>
<td>Student Success Workshop 1, Mason Community</td>
<td>Fri Sept 24th 10 am – 11 am</td>
</tr>
<tr>
<td>Student Success Workshop 2, Surviving Midterms</td>
<td>Fri Oct 8th 10 am – 11 am</td>
</tr>
<tr>
<td>Student Success Workshop 3, Career Planning and Exploration</td>
<td>Fri Oct 22nd 10 am – 11 am</td>
</tr>
<tr>
<td>Student Success Workshop 4, Boost your Wellbeing</td>
<td>Fri Nov 12th 10 am – 11 am</td>
</tr>
<tr>
<td>Conferment of PASS Certificates</td>
<td>Thurs Dec 2nd 3:30 pm – 4:30 pm</td>
</tr>
</tbody>
</table>

**Due to the evolving circumstances, deadlines are subject to change. Please go to Blackboard periodically for most recent version of calendar.**

**Main Contact**

**Diana Keay**
Academic Success Advisor
College of Humanities and Social Sciences
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Email: dkeay@gmu.edu

[https://academicaffairs.chss.gmu.edu/pass-program/overview](https://academicaffairs.chss.gmu.edu/pass-program/overview)