The DU Academic Advising Partnership

The Academic Advising partnership between faculty and professional advisors creates a seamless experience for students. Faculty Advisors mentor students through the curriculum, course selection, their academic experience in their selected field and they refer students to appropriate campus resources to meet their academic goals. Professional Advisors work with students on degree planning outside of the major, understanding of academic policies and processes, academic development, empowerment, and support, and strength-based skill-building (e.g., understanding who they are as learners, strengths finder, time management, organizational skills, and navigating the academic experience). The Josef Korbel School of International Studies and the Daniels College of Business have a Professional Academic Advising model and partner with faculty to mentor students with research and career advising and monitoring students’ academic performance in their courses.

Advisors & Student Responsibilities in Advising

Our goal through the advisor and advisee relationship is to mentor students through the curriculum, ensure they are connected to campus resources to meet their goals, work with them as whole individuals and empower them to take responsibility for and ownership of their educational experience. Below are some helpful hints for both the advisor and the advisee to build the most effective advising partnership.

Advisor:

- Hold sufficient advising sessions and have a clear communication plan to inform students. These advising sessions might be during office hours, by appointment or on-line.
- Monitor your students’ academic progress.
- Connect students to resources for their personal development, support, involvement and wellness.
- Be mindful of what students indicate they need in advising and strive to provide it; typically, this is accurate information, advisor accessibility, and a caring attitude.

Student: The ultimate responsibility for meeting all requirements is the student’s responsibility.

- Seek advising assistance in a timely manner – make an appointment with your advisor and register directly at the time you were assigned for maximum scheduling availability.
- Actively cultivate a relationship with advisor(s); touch base when needed.
- Be prepared for scheduled advising meetings by reviewing materials and developing questions beforehand.

Additional Reminders

- This is a general guide as requirements may vary based on major, minor, and program.
- Check if any courses are required during different quarters (e.g., English, Chemistry, Calculus, etc.).
- Students should check with their advisor or the Registrar’s office if they have questions about their academic records.

Common Curriculum

- My 60 credits must be completed in the College of Arts & Sciences.
- My 183 credits must be completed in the College of Arts & Sciences.
- My 50% of major/minor credits must be completed at DU.
- Upper division credits: At least 75 credit hours must be completed at the intended quarter of graduation.
- Note: Incompletes will show up on the transcript and average into Major or Minor and will affect GPA.
- If a student earns a D+, D, or D-, the student will need to get signed into the course through an add slip and will not be able to register via PioneerWeb.
- Check for incompletes.
- Thesis is required if pursuing Magna Cum Laude or Summa Cum Laude.
- Any course from the Common Curriculum must be completed at DU.

Experiential Learning

- Students should register for the internship program through the career center.

Transfer & Study Abroad Approvals

- Students should check with their advisor for any transfer credits.

Entrepreneurship

- Students interested in entrepreneurship can contact the Center for Entrepreneurship.

Career Development

- The Center for Career Development offers services to help students build their resumes, practice interviewing, and search for internships and jobs.

Academic Resources

- Students are encouraged to contact the Academic Resources office for any questions or concerns.

Contact Information

- Students can contact the Registrar’s office for any questions about their academic records.
- The Student Conduct office can be contacted for any inquiries related to student conduct.
Midterm Academic Check-in
As part of a mid-term check-in, faculty members are asked to submit grades of a C- or lower for students in their courses. By submitting the grades, faculty members make it possible for professional advisors to proactively reach out to students to ensure they are connected to the appropriate resources. The grades can be submitted up until the 7th week of the quarter.

Academic Standing
- Good Standing: Cumulative GPA 2.0 and above
- Academic Warning: Cumulative GPA 2.0 – 1.9. Student remains in good standing
- Precipitous Decline: Cumulative GPA 2.0 or higher, but last quarter GPA was a 1.3 or lower
- Academic Probation: Cumulative GPA below 2.0

Overloads
www.du.edu/studentlife/advising/policies-forms
- Students registering for 20-22 credit hours in one quarter need to submit a credit overload form. A Cumulative GPA of 3.0 or higher is required for approval. Students should be aware that any credits above 18 result in additional tuition charges. Students cannot overload in their first quarter at DU.
- Students who are requesting an overload of more than 22 hours must submit a petition to the Academic Exceptions Committee.

Academic Exceptions
www.du.edu/studentlife/advising/policies-forms
The exceptions process is designed to provide students with the opportunity to address unique and unusual situations that may arise during their academic careers that might require an exception to academic policy. Exceptions include: Waiver of Residency, Major/Minor Petitions, Late/Add Drops, Retroactive drop for Medical Reasons, Concurrent Enrollment. Students must:

1. Meet with a Professional Academic Advisor
   - Call 303-871-2455 to schedule an appointment
   - Business majors call 303-871-6949
   - International Studies majors call 303-871-2544
2. Complete a petition
   - Go to PioneerWeb—Student & Financial Aid—Student Records—Request Academic Exception
3. Wait for committee review
   - The Academic Exceptions Committee meets once a month except for July to review petitions and documentation. Students will receive e-mail notification once the review is complete. Students can also check the status of your petition by going to My Web—Student & Financial Aid—Student Records—View Academic Exceptions.

Additional Information:
- Once an Exceptions petition has been reviewed, students can re-submit the same request only if there is new documentation that the committee did not have access to during the initial review of the petition. The decision of the Academic Exceptions Committee is final; there is no further avenue for appeal.

Family Educational Rights and Privacy Act (FERPA)
www.du.edu/registrar/privacy/ferpafaq
- Student educational records are considered confidential and may not be released without the written consent of the student.
- As a faculty or staff educator, you have a responsibility to protect educational records in your possession.
- If you are ever in doubt, do not release any information until you contact the Office of the Registrar at 303-871-2284.

Title IX
www.du.edu/equalityopportunity/titilex
Title IX is a law that came into play more than 40 years ago that is applicable to all higher education institutions receiving federal financial assistance. It prohibits discrimination based on sex (gender). Always remember as a faculty or staff educator of the University community, you have a duty to report a complaint. Information reported to you is not confidential. While you can promise to keep a matter private, you cannot promise confidentiality to an individual. Always report possible Title IX violations immediately to the Title IX Coordinator at 303-871-7436.

Advising Toolkit - PioneerWeb-Faculty Tab
Add Student Comments: Purpose: To accurately and consistently document policy, procedures, practice, and our interactions.
- To ensure a shared understanding of communication between us, the parents/families, and the student
- To support our students through streamlined communication when working with a variety of constituents across campus
- To support our colleagues in supporting our students.
- Helpful Guidelines with Reminders
- All comments are Student Records and students have access to these records at any time.
- It is imperative that the FERPA policy is followed.
- Comments should consist of factual, objective, concrete, and complete information.

Americans with Disabilities Act (ADA)
www.du.edu/studentlife/disability-services/faculty-staff/
Academic Accommodations for Students with Disabilities Policy outlines requirements, guidelines, and procedures for providing approved accommodations to students, including temporary injury or illness.

Policy Statement:
1. Students requesting accommodations must register with the Disability Services Program (DSP) through a disclosure process that includes: providing appropriate documentation.
2. Instructors should only implement accommodations approved by DSP. Written notice of approved accommodations will be provided by DSP.
Per the policy, when the student requests a disability-related accommodation, please ask the student for a DSP Faculty Letter of Approved Accommodations. If the student discloses a disability but does not already have approved accommodations through DSP, please refer the student to DSP for review, evaluation, and approval for official academic accommodations.

Leaves of Absence
www.du.edu/studentlife/advising/policies-forms
Medical Leave of Absence
- Students with a serious medical condition and supporting medical documentation are in effect to take a medical leave of absence from the University. Students must meet with a professional academic advisor to review the medical leave of absence policy and to complete the Medical Leave of Absence Policy and Application. If this is a non-medical situation please refer students to the Leave of Absence policy on the advising website.
- Reentry
   - Students who have taken a leave, have withdrawn from DU, who have left DU without formally withdrawing, need to submit a re-entry form prior to resuming their studies. Medical reentries have additional requirements including medical documentation.

Grade Appeal Process
www.du.edu/registrar/records/gradeappeal
Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:
- The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.
- The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The grading decision was based on an unreasonable departure from previously articulated standards.
The formal procedure must be started within 45 calendar days after the contested decision or grade was officially recorded.

Instructions for Changing Grades
www.du.edu/registrar/records/changinggrades
Grades submitted by instructors at the end of the term are final and are not subject to change by reason of revision of judgment on the part of the instructor. Grades cannot be changed on the basis of second trial, such as a re-examination for additional work undertaken or completed after the original grade has been submitted.

In accordance with University policy:
- Grade changes must be approved by the department chair and dean.
- Expired Incompletes must be approved by the dean.
- Grade assignment for incomplete grades less than one year old do not need approval.

Incompletes
www.du.edu/registrar/media/documents/incomplete_application.pdf
An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other circumstances beyond the control of the student prevent completion of course requirements by the end of the academic term.
Incomplete grades may be ONLY given in the following circumstances:
- The student’s work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The Incomplete is not given as a substitute for a failing grade;
- The Incomplete is not based solely on a student’s failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;
- An instructor and student complete the Application for Incomplete Grade before the end of the academic term.

Never Attend
Assign a Never Attended (NA) grade to students who registered for your class (and appear on rosters) but never attended class. Although the grade of NA is counted as an F, it is a means of marking the course so that any possible registration problems can be reconciled for the student.