

## 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 their academic experience). **Please note:** 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.

## Advisor & 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.

## Questions? 303-871-2455 advising@du.edu

### Academic Resources (AR) Cluster

[www.du.edu/studentlife/academicresources](http://www.du.edu/studentlife/academicresources)

- Academic Advising - DSC\*** 303-871-2455
- Disability Services Program - KRH\*\*** 303-871-2372
- Learning Effectiveness Program - KRH\*\*** 303-871-2372

\*Driscoll Student Center South, Suite 30 \*\*Katherine Ruffatto Hall, 4th Floor

### Anderson Academic Commons

- Center for World Languages and Cultures** 303-871-4601  
[www.du.edu/cwlc](http://www.du.edu/cwlc)
- Library Services** 303-871-2905  
[library.du.edu/services](http://library.du.edu/services)
- Math Center** 303-871-3707  
<http://portfolio.du.edu/mathcenter>
- Science & Engineering Learning Center** 303-871-3707  
<http://portfolio.du.edu/sec>
- Writing Center** 303-871-7456  
[www.du.edu/writing/writingcenter](http://www.du.edu/writing/writingcenter)

### Driscoll Student Center

- Career Center** 303-871-2150  
[www.du.edu/career](http://www.du.edu/career)
- Student Conduct** 303-871-4504  
[www.du.edu/studentlife/studentconduct](http://www.du.edu/studentlife/studentconduct)
- Student Life** 303-871-3111  
[www.du.edu/studentlife](http://www.du.edu/studentlife)
- Student Outreach & Support** 303-871-2400  
[www.du.edu/studentlife/student-support](http://www.du.edu/studentlife/student-support)

### Ritchie Center (3rd Floor)

- Health and Counseling Center** 303-871-2205  
[www.du.edu/health-and-counseling-center](http://www.du.edu/health-and-counseling-center)

### University Hall

- Registrar** 303-871-4095  
[www.du.edu/registrar](http://www.du.edu/registrar)

### Corner of Asbury & University

- Center for Multicultural Excellence** 303-871-2942  
[www.du.edu/cme](http://www.du.edu/cme)

### Corner of Josephine & Warren

- International Student & Scholar Services** 303-871-4912  
[www.du.edu/iss](http://www.du.edu/iss)

Version: August 2015 Developed by the Academic Resources Cluster and Elise Milnes Chester in Student Life

- **Double Major:** Student is earning a major under the same degree (e.g., BA in Anthropology and English).
- **Secondary Major:** The "secondary major" offers the option of studying two subjects from two different degree programs (i.e., BA and BS) while earning a baccalaureate degree in the first major without the requirement of earning a second baccalaureate degree in the secondary major. Currently, all of the secondary majors are in AHSS.
- **Concurrent Degree:** Students are earning two degrees at the same time for example a BSBA in Finance and a BS in Chemistry. The minimum requirement is 228 hours (45 hours above the 183 and students have to meet the Common Curriculum requirements of both degrees

## Reminders

- Bachelor of Arts and Bachelor of Science (For other degrees, please see the bulletin)
- Majors and minors:
  - BA – one major, one minor (or double major, optional minor)
  - BS – one major, two minors (or double major, one minor) – one minor must be in the natural sciences
- Minimum credit requirements to graduate: 183
- Overall grade point average: 2.0 or better to graduate
- Major and minor grades: Must be C- or better
- Major grade point average: 2.0 or better to graduate
- Minor grade point average: 2.0 or better to graduate
- Maximum DU credits in any one discipline:
  - BA – 60 DU credit hours (except Music majors)
  - BS – no policy
  - Transfer AP/IB credits do not count towards 60 hours
- Credits at DU: 50% of major/minor credits must be completed at DU
- All Common Curriculum Requirements are met
- Upper division credits: At least 75 credit hours must be completed at the 2000 or 3000 level
- Apply for graduation through PioneerWeb at least three quarters before intended quarter of graduation
- Last 45 credits: Must be completed "in residency" at DU
- Check for repeated courses: Students who earn below a C- for required Major and Minor courses will need to retake the course. Both grades will show up on the transcript and average into Major or Minor and Cumulative G.P.A. and the credit hours will only count once overall. Please Note: 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

## Common Curriculum

[bulletin.du.edu/undergraduate/undergraduateprograms/traditionalbachelorprogram/degreesanddegree/requirements/](http://bulletin.du.edu/undergraduate/undergraduateprograms/traditionalbachelorprogram/degreesanddegree/requirements/)

- AI-Natural (4 credits)
- AI-Society (8 credits from 2 different disciplines)
- AI-Society (8 credits from 2 different disciplines) this attribute type will meet this requirement
- AI-Society (8 credits from 2 different disciplines) this attribute type will meet this requirement
- SI-Natural (12 credits in the same sequence)
- SI-Natural (12 credits in the same sequence) this attribute type will meet this requirement
- Students must search attribute type of SI-Natural. Only courses with this attribute type will meet this requirement
- ASEM (4 credits)
- All Common Curriculum requirements must be met before students can take their final requirement of an Advanced Seminar

## Additional Reminders

- Undergraduate students can look up transfer credit equivalencies, including credit earned through AP & IB exams in the Transfer & International Education Course Reporting System.
- Students wishing to withdraw from all classes should meet with a professional advisor to learn about the process.
- **Withdrawing from DU**
- **Transfer & Study Abroad Approvals**
- **Experiential Learning**
- **Apply to Graduate**
- **My Web – Student Tab – Student Records – Apply to Graduate**

## 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 – 2.19. Student remains in good standing
- **Precipitous Decline:** Cumulative GPA 2.0 or higher, but last quarter GPA was a 1.5 or lower
- **Academic Probation:** Cumulative GPA below 2.0

## Overloads

[www.du.edu/studentlife/advising/policies-forms](http://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](http://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 can 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 303-871-6910
  - 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 an 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](http://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](tel:303-871-2284).

## Title IX

[www.du.edu/equalopportunity/titleix](http://www.du.edu/equalopportunity/titleix)

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](tel:303-871-7436).

## Advising Toolkit - PioneerWeb-Faculty Tab

Add Student Comments:

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

## Americans with Disabilities Act (ADA)

[www.du.edu/studentlife/disability-services/faculty-staff](http://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 a 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](http://www.du.edu/studentlife/advising/policies-forms)

### Medical Leave of Absence

- Students with a serious medical condition and supporting medical documentation can elect 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](http://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](http://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 new examination or 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](http://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 reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

Incomplete grades may **ONLY** be given in the following circumstances:

1. The student's work to date is passing;
2. Attendance has been satisfactory through at least 60% of the term;
3. An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
4. Required work may reasonably be completed in an agreed-upon time frame;
5. The Incomplete is not given as a substitute for a failing grade;
6. 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;
7. The student initiates the request for an incomplete grade before the end of the academic term;
8. The instructor and student complete the Application for Incomplete Grade form 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.