FACULTY ADVISING DEVELOPMENT SESSION

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AGENDA

• The Basics
• Baccalaureate Experience
• Sub/Waivers
• Policy and Procedures
• SpartanWeb
• Degree Guide
• Resources
• Questions
THE BASICS:

Minimum 2.0 GPA: Cumulative and in Major

Minimum Credit Hour Requirements:

• 124 credits for a Bachelors (some programs may require more)
• 155 credits for a double (dual) degree

Difference between double major and double (dual) degree

• Double majors have same degree type
  • i.e. both majors are a Bachelor of Science or Bachelor of Arts
• Double (dual) degrees have different degree types
  • i.e. earning both a Bachelor of Arts and Bachelor of Science.

Must have a minimum of 24 credit hours of separation between first major to second major (for both double majors and double degrees). Second declared major may also fulfill Baccalaureate Experience requirements.

Minor Requirements:

• Minimum of 1 course (must be at least 1 credit hour) of separation from Major to Minor
• Coursework can come from anywhere in the curriculum
• Minimum 2.0 GPA in minor coursework
THE BASICS, PART II:

Senior Residency: 31 of last 35 hours completed in residency at UT

Major Residency: 15 credits in the major completed in residency at UT. COB MAJORS DIFFER

Full-Time Status:

- Student must be registered in minimum of 12 credit hours
- Must be full-time to live on campus, maintain VISA status, or receive most financial aid

Graduation Ceremonies happen twice a year

- Fall Graduates walk in December
- Spring/Summer Graduates walk in May
BACCALAUREATE EXPERIENCE

• Two-Year Learning Community
  • BAC 100 – Digital Skills (May be waived for transfers with > 31 credits earned)
  • BAC 101/102 or HON 101/102 (Freshmen)
  • BAC 103 (Transfer Students, not required)
  • BAC 104 (Veterans)
  • BAC 105 (Freshmen participating in Spartan Abroad program)
  • AWR 101 – Writing & Inquiry (may CLEP)
  • AWR 201 – Writing & Research (Cannot CLEP)
    (Encourage sophomore year to take AWR 201)
  • Math (level depends on major, min. req. MAT 155)
    Not MAT 150, MAT 201 or MAT 180

• Science (2 courses required)
  • Biology
    Non-Science Major Options: ENS 112, BIO 124, MAR 126
  • Chemical/Physical Science
    Non-Science Major Options: CHE 126, PHY 125, or AST 126
  • MUST be a lecture course, lab courses do not fulfill requirement
**Baccalaureate Experience, Cont.**

- **Humanities (11 credit hours)**
  - Typically 3 courses, must be comprised of at least 2 academic disciplines
  - Only allowed 4 credit hours of Studio/Performance
  - Allowed disciplines:

    | Literature/English | Foreign Language |
    |--------------------|------------------|
    | (Not AWR courses)  | Dance            |
    | Music              | Art              |
    | Speech             | Religion         |
    | Theatre            | Philosophy       |

- **Social Sciences (11 credit hours)**
  - Typically 3 courses, must be comprised of at least 2 academic disciplines
  - Allowed disciplines:

    | Psychology | History |
    |------------|---------|
    | Sociology  | Geography|
    | Political Science | Urban Studies |
    | Economics  |         |
SPECIAL DESIGNATIONS – BADGES

- International/Global (IG) and Non-Western (NW) (9 credit hours)
  - 3 hours IG, 3 hours NW, 3 hours either IG or NW
    - Non-Western courses deal in either a direct or comparative way with political, social, or cultural issues within the context of non-Western or Third World concerns
    - International/Global courses deal in a direct or comparative way with political, social, cultural or economic issues impacting the international and/or global arena

- Art/Aesthetic (A) (3 credit hours)
  - courses devoted primarily to the development of skills in human expression for the purpose of engaging the aesthetic sense, or courses devoted primarily to the development of students’ critical appreciation of aesthetics

- Writing Intensive (W) (9 credit hours)
  - CANNOT transfer from another institution
  - Does not include AWR 101 or 201

- Transfers who bring in more than 60 hours may have some requirements waived
- Can come from anywhere in curriculum
DOUBLE DIPPING:

No, unless otherwise stated in catalog

BACCALAUREATE EXPERIENCE

MAJOR

W, A, NW/IG

MINOR

2nd Major
SUBS AND WAIVERS

Registrar Waivers:

Writing Intensive

- 60-89 credits = 3 credit waiver
- 90+ credits = 6 credit waiver

Humanities and Social Science

- 17+ credits + 2 (3hr courses in same area) = 2 credit waiver

Associates Degree

- If a student comes in with an AA from a Florida School then we will waive all of the Baccalaureate Experience requirements, **BUT** the Writing Intensive requirement.

Departmental Substitutions and Waivers:

Transfer Credit Equivalency

- ECO TR vs ECO 205

Case-by-Case
MAJOR/MINOR AND GRADE FORGIVENESS

Change of Major/Minor

• Student can change/add major/minors at any point
• Certain majors are restricted and have separate application processes (i.e. Nursing, Education, Athletic Training, etc.)

Grade Forgiveness

• Can retake up to three (3) courses for forgiveness
• May only grade forgive a course once
• Courses that students earn a C or better do not fall under this policy
• BAC/HON courses may only be taken for forgiveness the next semester
• Courses in which part of the grade is the result of an Academic Integrity Violation may not be forgiven.
• Course must be retaken at UT.
OVERLOAD, AUDIT OR S/U

Credit Hour Overload

- More than 18 credits in Fall/Spring or 9 credits in Summer
- Student must have a 3.0 cumulative GPA
- Be enrolled full-time at UT
- Students will be charged per credit hour they exceed 18 credits in Fall/Spring or 9 credits in Summer

<table>
<thead>
<tr>
<th>Semester</th>
<th>Max Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>21 credit hours</td>
</tr>
<tr>
<td>Spring</td>
<td>21 credit hours</td>
</tr>
<tr>
<td>Summer I or II</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>MayTerm Winter Intersession</td>
<td>Overload are not allowed, No Exception</td>
</tr>
</tbody>
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Audit or S/U Courses

- Must be declared by the end of add/drop week
Final Examination Policy

• If a student has multiple exams scheduled at the same time or has three or more examinations scheduled on the same day, the student may reschedule one of the examinations.
• The request must be submitted to the instructor a minimum of 2 weeks before the final examination in writing including documentation of the conflict.
• The catalog outlines which course would be rescheduled

Withdrawals from UT

• Students may withdraw from courses or the university after add/drop has ended up through the withdrawal deadline. Please refer to the academic calendar for the deadline.
• After the withdrawal deadline if a student withdraws they will earn a WF for course grades.
• If a student has an extenuating circumstance please refer them to the Academic Success Center.
• All petitions for late withdrawals must be submitted by the end of the following semester.
Students are dropped for Non-Payment after add/drop has ended.

Students have until the third week of school to make payment and be reinstated in their original schedule.

The process for Reinstatement from Non-Payment is:

- Students make restitution to the Bursar’s Office, either by paying in full or starting a Tuition Payment Plan.
- The Bursar’s then notifies the Registrar’s Office that payment has been made and the student is reinstated in their schedule.

Students will not appear on the SpartanWeb roster if they dropped but may still appear on Blackboard.
POLICY & PROCEDURES - TRANSIENT CREDIT

- The Transient Form must receive a final review signature from the Registrar prior to completion of coursework at the transient institution.
- The student must be eligible to return to the University.
- Courses must be taken at a Regionally Accredited Institution.
- The student must earn a grade of “C” or better in any undergraduate course. Pass/Fail or S/U grades will not be accepted.
- The student may only transfer a total of 64 credit hours from a community or junior college.
- The credit hours awarded by the transfer institution is the number of credits that will transfer, regardless of UT’s course equivalent. All credit will be converted to U.S. semester hours.
- The grade point average at the University is not affected by grades earned at other institutions.
- Writing Intensive credit does not transfer in.
- Students may take up to 4 credit hours transient while enrolled Full-Time at UT in any Fall or Spring semester.
SPARTANWEB

SpartanWeb is the portal to access records on the student.

- Degree Guide
- Transcripts
- Academic History
- Major Exploration
- Demographic Information
- Course Search
DEGREE GUIDE

- Located in SpartanWeb (Academics Tab, Search by student) this tool is a real-time audit of a students degree.

- Degree Guide is also used for conferring degrees by the Registrars Office.
RESOURCES

Degree Guide and Registration:
  • http://edtech.ut.edu/bac/387-degree-guide-and-registration

Graduation Requirements:
  • http://edtech.ut.edu/bac/383-graduation-requirements-video

Viewing your Schedule:
  • https://ilos.video/ZhqVXJ

Understanding your Schedule:
  • https://ilos.video/Bb63vZ

Transient Form Instructions:
  • https://ilos.video/tJABD4