FACULTY ADVISING DEVELOPMENT SESSION
FALL 2019

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SENIOR ASSOCIATE DIRECTOR, ACADEMIC ADVISING
Agenda:

- The Basics
- Baccalaureate Experience
- Sub/Waivers
- Policy and Procedures
- SpartanWeb
- 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 (28-32 credits depending on major)

**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)
  - 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, or 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

- **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:

<table>
<thead>
<tr>
<th>Literature/English (Not AWR courses)</th>
<th>Foreign Language</th>
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</thead>
<tbody>
<tr>
<td>Music</td>
<td>Dance</td>
</tr>
<tr>
<td>Speech</td>
<td>Art (Check Catalog)</td>
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<tr>
<td>Theatre</td>
<td>Religion</td>
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<tr>
<td></td>
<td>Philosophy</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Psychology</th>
<th>History</th>
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<tbody>
<tr>
<td>Sociology</td>
<td>Geography</td>
</tr>
<tr>
<td>Political Science</td>
<td>Urban Studies</td>
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<tr>
<td>Economics</td>
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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**
Transfer Student 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
  - Ex: Two 3 credit hour Humanities courses or Two 3 credit hour Social Science Courses.

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
FERPA (Family Educational Rights & Privacy Act)

- FERPA limits the disclosure of information from student “education records”.
  - This is a broadly defined term and is not limited to Academic Records.
- If there is no FERPA release from the student on file the university can only disclose Directory Information.
- May share information with other UT faculty/staff who have legitimate education interests in the information.
  - Department of Education defines “legitimate education interest” as “the official needed to review an educational record in order to fulfill their professional responsibility”.
- SpartanWeb can show if a FERPA release is on file. It does not show who is listed on the release. Please contact the Registrar’s or Academic Advising to look up that information.
POLICY & PROCEDURES

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, Musical Theatre, Theatre, Music (except Technologist Track) etc.)

Grade Forgiveness

- Students have three (3) grade forgiveness's
- May only grade forgive a course once
- Courses that students earns a C or better in may not be forgiven
- 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.
- If a student repeats course without grade forgiveness then both grades are factored into the GPA calculations
POLICY & PROCEDURES

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 charge 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>
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<tbody>
<tr>
<td>Fall</td>
<td>21 credit hours</td>
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<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>
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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.
POLICY & PROCEDURES

Drop for Non-Payment

- 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

Late Add

• Students can request to late add classes after add/drop has ended.
• Must file an academic petition utilizing the Late Add form
  • Need the following Signatures before filing the petition:
    • Instructor
    • Department Chair
    • Dean or Dean’s Designee

Late Drop

• Due to Federal Regulations late drops are only given if student did not participate after add/drop.
• Participation includes: attending class, blackboard assignments, any online participation, etc…
Academic Probation

- Students Academic Standing will switch to Academic Probation when their overall GPA falls below a 2.0.
- Students on Academic Probation are required to complete the Soaring Spartans program.
- A registration hold will be placed on students until they complete the Soaring Spartans requirements.
- Students who maintain a semester GPA of a 2.0 while on probation will continue on probation.

Academic Dismissal

- Students are dismissed if while on probation their semester GPA falls below a 2.0.
- Students may appeal for readmission after a 1 year wait.
- Students cannot appeal the dismissal they can only appeal the wait.
POLICY & PROCEDURES

Transient Credit

- 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” (2.0) 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.
- Students may take up to 4 credit hours transient while enrolled Full-Time at UT in any Fall or Spring semester.
Grade Appeals

- Grading is the prerogative of the instructor.
- If a student is disputing a grade they must do the following:
  - Step 1: Contact the instructor and request reconsideration.
  - Step 2: Written appeal to Department Chair no later than the seventh week of the term following when the grade was awarded.
  - Step 3: Written request to Dean (or Dean’s Designee) within one week of the Dept. Chairs decision.
    - Decision of the Dean is considered Final.
- Students may only file for a review by the Academic Appeals Committee if they feel that there was a procedural error in the Grade Appeals process.
- The Academic Appeals Committee will only review the grade appeal procedures specific to the case. They do not here disputes on general fairness and/or dislike of the grade.
IMPORTANT DATES

- Oct 15th – Spring 2020 and Winter Intersession Schedules Go-Live
- Oct 16th – Second 7-week classes Begin
- Oct 31st – Winter Intersession Registration Begins
- Oct 31st - Registration for Post-Bacs & Graduate Students Begins
- Nov 1st - Registration for Seniors (90 + Credits) Begins
- Nov 4th – Withdrawal from 14-week Semester Deadline
- Nov 6th – Registration for Juniors (60-89 Credits) Begins
- Nov 11th – Registration for Sophomores (28-59 Credits) Begins
- Nov 15th – Registration for First-Year Students (0-27 Credits) Begins
- Dec 7th – Last Day of Fall Classes
- Dec 9th – 12th – Final Examination Week
- Dec 16th – Final Fall Grades Due
- Dec 18th – Students can view grades
SpartanWeb is the portal to access records on the student.

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

DegreeGuide and Registration:


Graduation Requirements:

• [http://edtech.ut.edu/bac/383-graduation-requirements-video](http://edtech.ut.edu/bac/383-graduation-requirements-video)

Viewing your Schedule:

• [https://ilos.video/ZhqVXJ](https://ilos.video/ZhqVXJ)

Understanding your Schedule:

• [https://ilos.video/Bb63vZ](https://ilos.video/Bb63vZ)

Transient Form Instructions:

• [https://ilos.video/tJABD4](https://ilos.video/tJABD4)
QUESTIONS

QUESTIONS ANSWERED HERE EVEN THE SILLY ONES