



A Guide to Faculty Advising

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Purpose of this handbook

'Good advising may be the single most underestimated characteristic of a successful college experience.' Light, R.J. (2001) *Making the Most of College*. Cambridge, MA: Harvard University Press.

Center for the Arts students are unique – they are here to fuel their passion and creativity, to work with amazing, dedicated faculty, and a motivated peer group. Students at the Center for the Arts have among the highest SAT and median GPA of any students at Temple; they're hardworking, bright, and talented. Yet despite all that, they need accurate and sensitive advising in order to help them graduate on time, and to prepare them for life after Temple.

Effective advising is a partnership between the faculty, advising staff and student. Effective and timely communication and support is key.

This handbook will provide full-time and part-time faculty with the resources needed for advising, including the following:

- The intersect between faculty advising and professional academic advising
- Where to find advising information: DARS, Undergraduate Bulletin, Check sheets
- Important Policies and Procedures
- Documentation and Communication: The Advising Database

Advising at the Center- Who's who

In July, 2013 the Center for the Arts welcomed its first advising director, David Logan. Dave's role as Advising Director is to work with the Center faculty and administration to ensure that the correct curriculum information is available for advising staff, current students, and prospective students. Faculty are encouraged to communicate with the Center Advising Staff specialists and with Dave Logan for any issues regarding students.

David Logan, Director of Advising, Center for the Arts; david.logan@temple.edu; ext. 8-9122

Margo Jackson, Academic Advisor – Boyer specialist; margo@temple.edu; ext. 1-2229 – Boyer specialist

Lesley Copans, Academic Advisor – Boyer specialist; lcopans@temple.edu; ext. 1-8372 – Boyer specialist, Theater specialist

Kathy Peters, Academic Advisor – Tyler specialist; kpeters@temple.edu; ext. 8-9185 - Tyler GAD and Art History specialist

Taheerah Entsuah, Academic Advisor – Tyler specialist; taheerah@temple.edu; ext. 8-9184 – Tyler Architecture, Art Education, Visual Studies specialist

Marissa Georgiou, Academic Advisor – Tyler specialist; marissa.georgiou@temple.edu – Tyler Crafts and PDS specialist

Sherice Chevannes, Academic Advisor – TFMA specialist; Sherice.chevannes@temple.edu; ext. 8-9183 – TFMA specialist

Stephanie Shestakow, Academic Advisor – TFMA specialist; Stephanie.shestakow@temple.edu; ext. 8-9102 – TFMA specialist

Kris Campbell, Coordinator; kristan.campbell@temple.edu; ext. 8-9193 – Tyler Master Scheduler, Advising office coordinator

The Roles of Faculty Advisors and Professional Academic Advisors

Faculty advisors and academic advisors share some of the most basic (and most important) responsibilities:

- **Encourage and support the student's development; provide feedback**
- Information about the major requirements, pre-requisites and co-requisites
- Referrals and information about support services and resources on campus
- Advise about career opportunities and resources, graduate school, residencies, competitions, etc.
- Represent student concerns in policy meetings with faculty and administration
- Advise about extra-curricular opportunities in the major
- Engage in retention activities
- Provide information about appropriate adjacent coursework (both in and outside the major) based on the student's interests and experience
- Information about appropriate study abroad and study away opportunities

The Center's Professional academic advising staff specialize in these services:

- Graduation clearances and checks to make sure that students are on schedule to graduate in time
- Maintenance of student files
- Advice about program planning, Gen Ed coursework, scheduling and class load
- Permission for registration overrides
- Information about registration changes, including medical withdrawals, change of program and declaration of majors
- Information about re-enrollment
- Development and supervision of supervise peer mentor programs, at-risk programs, virtual advising
- Details of academic advising information posted on the Academic Advising Database
- Advice about extra-curricular opportunities in the major, school, and university (student organizations, clubs, honors opportunities, etc.)

The faculty advisor specializes in these services:

- Information about the expectations and criteria of the major and minor (latter if applicable)
- Direct students to departmental faculty who may encourage a particular interest or serve as a mentor, based on the student's interests and experience
- Discussion of professional practice in the discipline, including internship opportunities
- Refer course-related student grievances to appropriate faculty, department chair and Assistant/Associate Dean
- Emphasize the importance of meeting annually with an academic advisor

Temple University Policies and Procedures

The Academic Advising Staff, Director of Advising and the Assistant/Associate Deans are the first to hear when academic policies change. Temple policies can change frequently, so it's important to check with advising staff or your Associate Dean before assuming that the information you may have had in the past is correct.

Academic Course Load

To be considered a full-time, an undergraduate student needs to be enrolled for 12 to 17 credits. While a student can self-register for an 18th credit, the student will be charged additional tuition.

Guidelines for approving overloads will be available in the academic advising office – Dave Logan will need to approve all overloads. Faculty should direct students directly to Dave.

Discussions about taking a course overload should start in the student's advising office, where they will receive the guidelines. Advisors should also have a conversation with the student about how responsibilities outside the classroom could impact a semester with more than 17 credits. Boyer students need to have any overloads approved by Associate Dean Flanagan. TFMA and Tyler advisors will work directly with Dave Logan on submitted petitions.

Bulletin

The Undergraduate Bulletin describes the requirements for each program at Temple. It is required of each school and each program that the Bulletin information is accurate. Both prospective and current students (and their parents) review the Bulletin information to help plan out the track of a student's education. Errors in the Bulletin could delay a student from graduating; if that is determined to be the case, the school or college is responsible for the cost of the student's tuition.

Course Substitutions

Because the Bulletin outlines the requirements for all undergraduate programs, any course substitution for a requirement must be discussed with the academic advising staff and approved by the Associate or Assistant Dean. If it is discovered that a student has taken a course that will not count towards graduation, the school/college is responsible for covering that student's tuition. Please note that course substitutions also must meet all accreditation standards, and therefore must be approved on all levels.

Each student follows the bulletin year in which they were accepted into the school. Some students are following Core Curriculum sequences; others are following Gen Ed. Some areas have changed requirements and have students following different requirements toward graduation. The DARs for each student, as well as the catalog term for the semester they entered their current school/college indicates the required courses for that particular student. Yes, it's complicated- that's why we try to accurately record all notes about advising on the advising database. Faculty who are emailing students regarding any advising issue should copy the student's academic advisor on the correspondence so that the notes can be entered into the database. Faculty who wish to enter their own notes onto the database should contact their Dean's designee for access.

Archived copies of the Bulletin are available on the Undergraduate Bulletin website, but it is important to check with an advisor to make sure that the student, advisor, and faculty advisor and Assistant/Associate Dean are all agreed on the required courses toward graduation.

Grade Changes

Faculty can change grades by using the grade change link under Teaching Tools in the TUPortal. Please contact your Associate Dean with any questions or concerns.

Grievances

Title IX of the Education Amendments Act of 1972 requires that each college or university establish due process for the resolution of academic grievances. Undergraduate students enrolled at Temple University have the right to appeal any academic or non-academic matter in which they feel they have been treated unfairly.

While each school and college at Temple University has established and adheres to its own grievance procedure, all have in common the following steps:

1. Students attempt resolution through discussion with the instructor.
2. Failing agreement, students present appeals to the chair of the department, specifying the nature of the grievance, the result of the previous discussion, and the resolution sought.
3. Failing agreement at the department chair level, students may appeal to the Office of the Dean of the College.
4. When appeals warrant review beyond the school or college, students, faculty members, or the dean's office may appeal to the Senior Vice Provost for Undergraduate Studies.

Students should be advised that filing a formal grievance, that is, beyond the level of the instructor, is serious and should be avoided until all informal methods of adjudication have been used.

Details that may vary from school to school include the involvement of a student-ombudsperson; the constitution of grievance hearing committees, which may be a part of either step two or three; and time limits, both for students' filing and for the administrative response. Please contact your Associate Dean for more information.

Independent Study Policy

Each school and college has an independent study policy – please see your Associate or Assistant Dean for updated information and forms.

Incomplete Coursework

An instructor will file an "I" (Incomplete) only if the student has completed the majority of the work of the course at a passing level, and only for reasons beyond the student's control.

An instructor may file an "I" when a student has not completed the work of a course by the time grades must be submitted, but has completed the majority of the work at a passing level and has a written agreement with the instructor and the department regarding completion of the work, including the nature of the work to be completed, the means by which the final grade will be determined, and the date by which the work must be completed. The completion date may be no later than one year from the end of the semester in which the student took the course. The agreement shall also specify a default grade to be received if the work is not completed by the date indicated. One copy of the agreement shall be retained by the instructor, one shall be given to the student, and one shall be filed with the department office.

When reporting the grade of "I" for a student, the instructor shall also file a report of the default grade in the electronic grading system. If the instructor does not change the grade of "I", pursuant to the agreement with the student, by the end of one year from the time the grade of "I" was awarded, the appropriate University official shall automatically change the grade of "I" to the reported default grade, and the default grade shall appear on the transcript and be used for all other grading purposes as the actual grade received in the course.

Faculty advisors and staff advisors have the option of not permitting a student to register for an “overload” if the student is carrying one or more active incomplete courses, or for a “full load” if the student is carrying two or more active incompletes.

([policy # 02.10.13](#))

Faculty and Staff Resources

Academic Forms and Policies:

All University Academic Policies

http://www.temple.edu/bulletin/Academic_policies/policies_list/policies_list.shtm

Tyler Academic Forms (Independent Study Form, Incomplete Policy and Form, Student Deficiency Form

<http://tyler.temple.edu/faculty-resources>

Student Issues:

Student Support Services

- CARE team-information for dealing with students in crisis
<http://www.temple.edu/studentaffairs/deanofstudents/careteam/index.htm>
- HEART team – wellness resources and prevention
<http://www.temple.edu/studentaffairs/heart/>
- Tuttleman Counseling Services – psychology and psychiatric services, alcohol and substance awareness, sexual assault counseling and education
<http://www.temple.edu/studentaffairs/counseling/>
- Disability Resources and Services (DRS)
<http://www.temple.edu/studentaffairs/disability/>
- Tips from the DRS Staff
<http://www.temple.edu/studentaffairs/disability/faculty-resources/tips.html>
- Faculty and Staff Resource Guide: Helping Students in Distress
<http://www.temple.edu/studentaffairs/heart/documents/December2012HelpingaDistressedStudent-TempleGuide.pdf>
- Student Affairs Office (Home of CARE Team, Campus Recreation, Dean of Students, Disability Resources and Service, Greek Life, HEART Wellness Resource Center, Leadership Development, Orientation, Student

Activities, Student Centers, Student Conduct and Community Standards, Student Media, Tuttleman Counseling Service, University Housing)

<http://www.temple.edu/studentaffairs/>

Student Conduct

- Guide to Civility on Campus – dealing with disruptive students
<http://www.temple.edu/studentaffairs/counseling/documents/245-1011-Civility-Brochure2.pdf>
- Office of Student Conduct and Community Standards
<http://www.temple.edu/studentaffairs/student-services/student-conduct-community-standards.asp>

Academic Support

- The Math and Science Resource Center (MSRC) –provides tutoring for students in math, science, statistics and other quantitative courses.
<http://www.temple.edu/msrc/>
- The Writing Center – individual support to undergraduate and graduate students across the university
<http://www.temple.edu/writingctr/>

Student Research Support:

Vice Provost for Undergraduate Studies – scholarships and research grants

<http://www.temple.edu/vpus/opportunities/index.htm#scholarships>

Diamond Peer Teachers programs

<http://www.temple.edu/vpus/opportunities/index.htm#peer>

Merit Scholarship Summer Stipends (awarded to students entering 201336 and beyond as part of their Admissions merit-based financial aid package)

<http://www.temple.edu/vpus/opportunities/MeritScholarshipStipends.htm>

ALSO: Check your school's own website for additional grants and scholarship information for students.