

# Advising Resources for Faculty

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Fig. 1.1

## Responsibilities of Faculty Advisors and Advisees

### *Faculty Advisors Should*

- Assist advisees in developing strategies for academic success.
- Meet regularly with advisees to assist with course selection, program requirements, and academic progress.
- Maintain current knowledge of program requirements.
- Assist advisees with required paperwork concerning program requirements and substitutions.
- Approve and sign-off on advisee's graduation petition.
- Inform advisees of non-curricular opportunities such as career development, experiential learning, and research opportunities.
- Refer advisees to appropriate campus services for academic, personal, and emotional concerns.

### *Advisees Should*

- Assume responsibility for planning their academic programs in accordance with University and department policy.
- Obtain a copy of their program sheet (available online at [www.coloradomesa.edu/academics](http://www.coloradomesa.edu/academics) or from the department).
- Keep records of academic progress and any substitutions or waivers for degree requirements obtained.
- Consult with academic and/or faculty advisors frequently.
- Prepare for advising sessions in advance of meeting with advisor.
- Follow through with questions about program requirements, paperwork, academic issues, and other issues with the appropriate departments or individuals.
- Assume ultimate responsibility for knowing the requirements for a particular degree and for fulfilling those requirements.

Note: The University assumes no responsibility for difficulties arising when a student fails to establish and maintain contact with his or her faculty advisor and department head.

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Many of the resources described below can be accessed through the Faculty Tab in MAVzone. On the last page of this document, there is a diagram of the Faculty Tab (Fig. 1.2). Throughout this document there are numbers in red font referencing links within the Faculty Tab that appear within the Faculty Tab diagram.

## Major/Minor Requirements

### Major Requirements

- Program Sheets (1) outline the academic requirements of a degree or certificate program. A program sheet functions as a contract between the student, department, and Registrar.
- Credit hour requirements for a baccalaureate degree include:
  - A minimum of 120 semester/credit hours with 30 of the last 60 hours of credit at CMU, with at least 15 semester hours in major discipline courses numbered 300 or higher.
  - A minimum of 40 hours of upper-division (300-400 level) credits for BA, BFA, BS, and BBA degrees, of which a minimum of 15 of the 40 must be major courses completed at CMU;
  - A minimum of 33 upper-division hours for BAS degrees, of which 15 hours must be completed at CMU.
- To receive an associate degree students must complete a minimum of 15 of the final 30 semester hours of credit at Colorado Mesa University.

### Minor Requirements

- Minors are optional programs of study can only be awarded in conjunction with a baccalaureate degree.
- At least 33% of the minor must be upper-division courses and at least 25% of the classes must be taken at CMU.
- A minimum average GPA of 2.00 is required in coursework used towards a minor.

### Catalog Requirements (2)

- Students can choose to follow a degree program listed in a catalog starting from the year they were first admitted provided they have been “continuously enrolled.” Students are considered “continuously enrolled” if there is not an interruption in enrollment of more than one semester at any given time (excluding summer). The student must remain “continuously enrolled” until graduation and that the degree, emphasis, or certificate area is still accepting students into the program.
- Students must follow the CMU graduation requirements from the catalog of the same academic year as the program sheet for the declared major; including minor requirements.
- Students who complete the Transfer to Baccalaureate process are re-admitted, in a sense, from an associate degree to a baccalaureate degree and therefore cannot use a catalog year prior to this re-admission date without the approval of the department.

### Course Sequencing

- The last page of the Program Sheet is the Suggested Course Sequencing page and provides a guide on course pacing. The Two-Year Planning Calendar (3) lists the semesters in which the courses are scheduled to be offered. Course prerequisites are listed in the catalog under Course Descriptions (4).
- Course substitutions and waivers for major requirements are subject to department approval and must be submitted by the department to the Registrar’s Office. Substitution/waiver forms are available in the Registrar’s Office and can be found in MAVzone under Registrar’s Office Forms (5).

### DegreeWorks Reports

- DegreeWorks Reports (6) can be used for evaluating student program requirements. Contact the Registrar’s Office or your Department Head for further guidance on using DegreeWorks. Substitutions or waivers will reflect in DegreeWorks once the paperwork is approved and processed.

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## Essential Learning/General Education Requirements

### Essential Learning/General Education List

- The Essential Learning/General Education List (7) is available online, in the catalog, or through the Advising Center. It lists the state-approved course options that fulfill the Essential Learning/General Education requirements and those that are approved for gtPathways (a statewide guaranteed transfer program for Essential Learning/General Education courses). Departments may mandate specific Essential Learning/General Education courses for a program, so students should always reference their program sheet when making course selections.
- The current list of Essential Learning/General Education courses can always be used by any “continuously enrolled” student.

### Navigating Essential Learning/General Education Course Equivalency Issues

- Prior courses that were taken for Essential Learning/General Education credit at CMU, and are no longer offered, can only be used with the permission of Academic Affairs; contact the Assistant VP of Academic Affairs for more information.
- Questions regarding quarter credits can be addressed by the Assistant VP of Academic Affairs.
- DegreeWorks (6) can also be used for evaluating Essential Learning/General Education requirements, particularly transfer Essential Learning/General Education courses, or when evaluating a program under an older catalog term.
- Transfer equivalencies for Essential Learning/General Education courses will be indicated in the Course Title column on a student’s transcript or in DegreeWorks (6). For questions about the Essential Learning/General Education transfer equivalencies or how the credits would meet graduation requirements contact the Registrar’s Office.
- Credits accepted prior to the 2015-16 catalog year will be listed as General Education and appear on the transcript as GE followed by a code indicating the General Education category the course fulfills. General Education course equivalencies are indicated in DegreeWorks (6). For questions about transfer credits contact the Registrar’s Office.

## Preparatory/Developmental Courses

- Students who do not provide ACT or SAT test scores that meet the state-mandated cut score requirements in the areas of English, Math, or Reading must complete ACCUPLACER assessment testing prior to registering for courses. More information can be found on the Testing Center’s website (8).
- Students whose ACCUPLACER assessment scores fall below college-level will be referred to take either preparatory courses prior to certain college-level courses or will be referred to take studio courses along with their college-level courses. Developmental course numbers are below the 100 level: 090, 091, and 092.
- Placement levels, developmental course descriptions, and the course progression of developmental courses can be found in the catalog. For a copy of the Placement Cut-Score Matrix contact the Advising Center.
- Financial Aid will only pay for developmental coursework within the first calendar year of enrollment. Therefore, it is highly recommended that students complete their developmental coursework within their first few semesters.

## Provisional Baccalaureate Students

- Students admitted through the Provisional Baccalaureate (PB) degree program fall just below the CCHE index requirement for admission to a Bachelor’s degree. PB students must meet with an Academic Coach each semester to have the PB hold removed prior to registration, regardless of whether they have met with a faculty advisor. Beginning summer 2013 all new PB students will no longer work with the Advising Center, instead they will be required to meet regularly with coaches in the Office of Student Success.

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## Transfer and Non-Traditional Credit

### Transfer Credit and Evaluations

- Transfer evaluations are processed by the Registrar's Office. For information about transfer policies, non-traditional credits (AP, CLEP, DANTEs, IB, etc.), and military credits visit the Transfer Evaluations (9) page or contact the Transfer Manager in the Registrar's Office.
- Transfer equivalencies for Essential Learning/General Education courses will be indicated in the Course Title column on a student's transcript or in DegreeWorks (6).
- Transfer courses listed on the CMU transcript follow the CMU course naming format. Courses that do not have an exact equivalent at CMU include the department prefix and a course number that indicates whether it is a lower or upper division course.
- If a student has received a prior Associate of Art (AA) or Associate of Science (AS) (NOT an AAS degree) the Essential Learning/General Education requirements will be waived, unless the degree requires specific Essential Learning/General Education requirements. The student will still need to complete the Essential Learning/General Education Capstone and Wellness requirements as listed on their program sheet.
- If a student has received a prior Bachelor's degree the Essential Learning/General Education requirements, Wellness, and Essential Learning/General Education Capstone requirements will be waived.

### Non-Traditional Credit

- Grades for non-traditional credit appear as a "P" on the transcript, indicating a passing grade.
- The Testing Center (8) offers CLEP and DANTEs exams that can be used to earn non-traditional credit. A list of exams accepted by CMU can be found on their website.
- Veterans can receive military credit for their training. More information can be found in Facts for Veterans (10) Publication.
- Many veterans must follow strict scheduling requirements in order to receive their VA benefits depending on the program they are using. Veterans should work closely with the Veteran's Education Benefits and Services Coordinator in the Registrar's Office to ensure that they are meeting these requirements.

## Locating Advisee Information and Registration Tips

- The Advisee List (11) in MAVzone can be used to view a list of advisees as well as the contact information, holds, test scores, transcripts, and degree evaluations for each advisee. Advisee records can also be accessed individually using the various Advising Tools (12).
- The Registration Holds List (13) in MAVzone lists holds, explains the action required to lift holds, and provides the contact information of the department issuing the hold.
- The Registrar's Office Forms (5) in MAVzone can be used to find many forms, including: Change of Schedule, Course Substitution/Waiver, and Credit for Prior Learning, Independent Study, etc.
- The Schedule Tips (14) in MAVzone provides tools to aid in student schedule planning.

## Academic Standing and GPA Requirements (15)

### GPA Requirements

- The minimum GPA for graduation in any program is 2.00, per the "GPA Minimum" section of the catalog.
- Many programs require a minimum GPA or have minimum grade requirements for major courses. Program specific GPA requirements can be found on Program Sheets and program application materials.
- Academic standing is determined by the cumulative GPA. See the "GPA Minimum" section of the catalog for the minimum GPA scale.

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## Academic Probation and Suspension

- Students who fall below the GPA minimum are placed on academic probation. Students will remain on academic probation until the minimum cumulative GPA is achieved provided they earn a minimum semester GPA of 2.00. If students who are already on academic probation fail to earn a semester GPA of 2.00, they will be placed on academic suspension.
- When students are suspended, the first suspension is for the period of one semester and the second is for two semesters. Summer semester does not count as a suspension semester (i.e. a student suspended at the end of spring must sit out the following fall semester.) Per the catalog, a student may be suspended from and readmitted to CMU a maximum of two times.
- Students with a GPA below 2.00 are limited to enrolling in 15 credit hours or less per semester.

## Grade Improvement

- Students may repeat courses for grade improvement. The highest grade is used in GPA calculation.
- Grade improvement is indicated on the transcript by an “I” or an “E” to the right of the points column. An “I” indicates the grade is included in GPA calculation and the “E” indicates the grade is excluded from GPA calculation.

## Grades, Semester Deadlines and Academic Policies (15)

### Add/Drop/Withdraw

- Students may make adjustments to their schedules according to the Add/Drop/Withdraw Deadlines (16), which are available online, at the Registrar’s Office, or at the Advising Center.
- When a student drops or is dropped from a course by the drop deadline, the course is removed from their schedule and bill. It does not appear on their transcript.
- When a student withdraws or is withdrawn from a course by the withdraw deadline, the student is still responsible for the course tuition and fees. The course still appears on the student’s schedule and transcript with a “W” indicating that no credit or grade will be awarded for the course.
- Faculty can initiate an Instructor Drop or Withdraw for a student who fails to “regularly attend” a course. The drop/withdraw deadlines, fees, and grade policies still apply as stated above.
- The Registration Override (20) tool in MAVzone can be used to give students permission to add courses.
  - The "Closed Class" override can be used to allow students into a course passed the course capacity.
  - The "General" override can be used to allow students into a course that has a special permission restriction or that requires a pre-requisite that they do not have.
  - The "Co-Requisite" override allows students into a course without enrolling in the co-requisite course.
  - Registration overrides input through MAVzone can only be used prior to the add deadline and cannot be used to add a student to a course during the period for which an instructor's signature is required. During the signature-required period, a Change of Schedule form must be used.

### Grade Modes

- A “NC” grade appears on a transcript when a class is taken as “no-credit desired/audit.” Classes taken as no-credit desired/audit are not awarded grades or credits. Students can only register to audit a course through the Registrar’s Office by the add deadline. Tuition charges apply for courses taken as no-credit, but are not eligible for the Colorado Opportunity Fund (COF) voucher.
- Golden Scholars is a credit-audit program where students 60 years or older can audit courses with the permission of the instructor. Information and forms are available in the Registrar’s Office (5).
- An “I” grade appears on a transcript when a student has received an incomplete grade for a class. Incomplete grades are temporary grades given only at the discretion of the instructor and only in “an emergency case.” When a student has an “I” grade and is working with the instructor to complete the missing course work, the student should not register for the course again because the original course will

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revert to an “F” and the grade will be replaced by the repeated course grade. An “I” grade automatically reverts to a failing grade the following semester unless the instructor submits a new grade or requests an extension. An “I” grade is not factored in GPA calculation.

## Early Alert

- Early Alert (EAS, not to be confused with Educational Access Services) is a mid-semester progress report that allows instructors to communicate with students about course progress, so students can take appropriate actions. The report captures feedback for specific groups of students.
- There are three reporting sessions throughout the semester at 3 weeks, 5 weeks (mandatory), and 8 weeks. During the third week of the semester, an email is sent out from the VP of Academic Affairs explaining the reporting periods and procedures for entering EAS feedback. Faculty can access a roster of students identified by the EAS system for each course section they are teaching under the Early Alert Roster link (17) in MAVzone.
- Once the feedback has been captured, both the students and their assigned advisors will receive an email from the EAS system that includes feedback provided by the course instructor. Advisors should follow up with advisees to encourage them to work with their instructors, visit the Tutorial Learning Center (18), and/or consider withdrawing from a failing course by the deadline.

## Learning and Study Strategies Inventory (LASSI)

- The LASSI is an 80-item assessment designed to gather information about a student’s learning and study practices, as well as the student’s attitude about learning. All first-time freshmen are required to complete the LASSI prior to registering for their second semester. First-time freshmen can access the LASSI in the upper right corner of their Student Academics Tab in MAVzone.
- Advisors should review the LASSI results with students during their advising session. LASSI results can be found in MAVzone under the Advisee LASSI Assessment Report (19).
- Additional LASSI information can be found at <http://www.hhpublishing.com/assessments/LASSI/scales.html>.

### Faculty Dashboard

There are no class assignments at this time.

### Faculty Grade Assignment

Final Grades

No Final Grades are required at this time.

### Advisor Dashboard

Term:

ID:

-Or-

Last Name:

First Name:

 Student
  Advisees
  Both

### GPA Calculator

GPA Calculator	
Number of credits for Grade A (4 points)	<input type="text" value="0"/>
Number of credits for Grade B (3 points)	<input type="text" value="0"/>
Number of credits for Grade C (2 points)	<input type="text" value="0"/>
Number of credits for Grade D (1 point)	<input type="text" value="0"/>
Number of credits for Grade F (0 points)	<input type="text" value="0"/>
<input type="button" value="Get GPA"/>	<input type="button" value="Reset"/>

Here is your GPA Calculation:

Total Credits:

Total Points:

GPA:

### Faculty Quick Links

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- [How Do I Get More Students to Participate in Class?](#)
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