

College of Human Science & Services

Faculty Advising Handbook

Faculty advising plays a major role in a student's overall college experience. We often times have students come into the Dean's office frustrated because of lack of, or bad advising. It can not be stressed enough how important it is to establish a good advisor/advisee relationship with students as research has shown it is the most important factor pertaining to student retention.

DO:

- Establish a personal relationship – many students have the same advisor for multiple years.
- Provide accurate information about majors, minors, and course selections.
- Keep accurate records of your advising sessions – using contact logs in e-Campus is a great way to do this and allows for others to see what has been previously discussed.
- Know what resources are available to students and refer them when needed.
- Encourage and support all students

DO NOT:

- Let a student leave without answering their questions.
- Make decisions for students – while it is important for you to offer guidance and knowledge it is ultimately up to the student to make the final decision.
- Speak poorly of an instructor, department, or major.
- Be inconsistent with university policies and regulations –if you are unsure of something check with your department chairs, university manual or catalog.

Adding Contact information for advisees to see

- Under URI Managers
- Set-up advisor schedule
- Enter your ID Number
- Scroll down to the bottom of the screen to “Appointment Location” and enter how you want students to contact you (ie. Phone, email, etc.)
- You should also enter your office location and office hours (if they apply)
- SAVE!

Advising Students

All Instructors have access to student academic information and are able to view a student's unofficial transcript, transfer credit history, class schedule, degree progress, and several demographic characteristics. Click "Advisement" in Faculty Center (bottom of screen) or from the left side menu Click Self Service > Advisement > New Drop in Advisees. Click on "select student". If you know the student's URI ID (the 9-digit number), enter it to locate the student in the system or you can search by students name. Click on "Student Details" to select the information you wish to view.

Student Details (not all instructors may have access to each of these functions).

- Class Schedule – select the term; the student's schedule is displayed. For previous terms, the student's grades are also displayed.
- Degree Progress – Once the student has been selected, choose "Degree Progress" from the drop down menu then click "select". Choose "University of Rhode Island" as the Academic Institution and "Unoff Trans & Advising Rpt" as the Report Type, click the "Go" button. The transcript is listed first followed by the APR (Academic Progress Report). Transfer credits are listed with a grade of "T".
- Enrollment Appointment – select the term; the student's registration appointment time is shown.
- Grade Inquiry – select the term; the student's grade report for that term is displayed.
- Transfer Credit Report – the student's transfer credits are displayed.

Note: In e-Campus, students have access to this same information through their student service center.

APR Reports are not always correct. Sometimes transfer credits are missed or courses are assigned to areas students do not want to use them in. A good example would be ENG 243, which can be used as either a Literatures or Letters Gen Ed. A student's APR might put ENG 243 in the Letters category when a student wants to use it for a Literature requirement. This is why using a curriculum worksheet in conjunction with APR reports is so important.

With the exception of transfer credits being reevaluated or a change of grade, the Dean's office cannot change APR reports.

Transfer Credits

Transcripts are evaluated by the Dean's office and posted to a student records. Students are sent a copy of what credits have been accepted and what they transfer to URI as. To view a student's transfer credits you can either look at their APR or view their transfer credit report. (Click "Advisement" in Faculty Center (bottom of screen) or from the left side menu Click Self Service > Advisement > New Drop in Advisees. Click on "select student". If you know the student's URI ID (the 9-digit number), enter it to locate the student in the system. Click on "Student Details" to select the information you wish to view). This should always be done before sending a student to the Dean's Office to see if credits have been posted.

Important facts about transfer credits:

- Transfer credits followed by a letter at the end fulfill General Education Requirements. These credits can sometimes be listed in the free elective area on APR reports.
 - Examples:
 - MTH 1XM – is a math Gen. Ed
 - BIO 1XN – is a natural Science Gen. Ed.
- Only grades of a "C" or better are transferable. The **only** exception to this rule is courses from CCRI or RIC. Grades of C-/D's from CCRI or RIC transfer in as free electives only.
- P and S courses only transfer in as free electives.
- Students may transfer in a maximum of 60 credits from 2 year Institutions, and a maximum of 90 credits from 4 year Institutions.
- The University of Rhode Island, Community College of Rhode Island and Rhode Island College have a transfer credit agreement. This agreement allows students to know exactly what their courses taken at one institution will transfer in as. This agreement can be viewed by going to www.ribghe.org/ritransfers.htm. Please refer students to this website.

Prior Approval for Off Campus Study-

Students who take courses outside of URI need to first obtain Prior Approval to make sure course work will transfer back to URI. Students need to fill out a Prior Approval form (on the HSS website or in the Dean's Office) and bring course descriptions for the courses they are taking to the chair of the appropriate department. Once the department chair has signed off on the courses, students should return the form to the Dean's office.

Upon completing the courses students must send a transcript directly to the Dean's Office, Quinn 112 for the credits to be posted. A grade of a "C" or better must be earned in order for the credits to be transferred in. Courses taken at CCRI or RIC do not need prior approval, students should instead consult www.ribghe.org/ritransfers.htm to make sure URI has an equivalent course.

Students taking courses outside of URI should also consult <http://www.uri.edu/trasnfer/course> for courses that have already been approved. Scroll to the bottom of the page and click on "I have read this and I understand. I am ready to check my transfer credits now" A new screen will open and students can search by school to see what courses have been approved.

It is highly recommended that students who plan on taking courses outside of URI for a full semester do it through the International Education and National Student Exchange (NSE) here on campus. They are located in 107 Taft Hall or online at www.uri.edu/international/

Graduation

In order for a student to graduate they must file an “Intent to Graduate” form with the Dean’s Office. The deadline to submit the forms for May and August graduation is October 15th, for potential December graduates it is April 15th. If a student does not submit an “Intent” they will not graduate, as we have no other way of knowing when a student has completed their requirements.

Aside from filling out the Intent form, a student must also meet with their advisor to discuss their remaining requirements. Their advisor must also sign a filled out curriculum worksheet that needs to be handed in with their Intent.

During this advising meeting it is critical to remind students of the following:

- The **TOTAL** number of credits they need in order to graduate, this includes any remaining elective credits to bring them to the total number, generally 120 (although some majors require more).
- Filling out and obtaining the proper signatures for any petition, waivers, substitutions or exceptions. Verbal confirmation between a student and an advisor is not enough.
- Putting the correct graduation date on their audit is critical. If a student is finishing courses in August they will be an August graduate not May. This point cannot be stressed enough, as putting the wrong graduation date only creates more work for the Dean’s office and can confuse students.
- Commencement (which happens only once a year) includes all May and August graduates as well as December graduates from the previous year.
 - Example: All May and August 2009 graduates as well as December 2008 graduates participated in the May 2009 graduation ceremony.
 - The only exception would be potential December 2010 graduates that would like to walk in the May 2009 ceremony. These students should fill out a Permission to walk form so that they will receive graduation information – they will not be listed in the May 2009 commencement program.
- If a student is completing a minor, the department chair of the minor needs to sign it before they return it to the Dean’s Office.
- Finally, walking across the stage at graduation does not confirm completion of a student’s degree.

While we know that there are certain students with extenuating circumstance that would require a meeting with Dean Kelley, please do not send students to our office to have Dean Kelley “double check” something. Please contact your department chair prior to Dean Kelley for clarification on issues concerning substitutions, requirements, exceptions and prior approval of courses.

e-Campus Pathways:

Creating Contact Logs:

URI Advisement> URI Advisor> Create Contact Log

Viewing Contact Logs –

URI Advisement> URI Advisor> Search Contact Log

Viewing & Printing APR Reports (Academic Progress Reports)

Self Service> Advisement> New/Drop-in Advisees

*make sure to select “Unoff Trasn & Advising Rpt”

Adding Contact information for advisees to see

URI Advisement> Setup my Appointment Schedule

* In “Appointment Location” at bottom of screen enter how you would like students to contact you for an appointment

Viewing advisee roster

URI Advisement> View Roster

Helpful Links:

www.uri.edu/hss

- Online student forms
- Contact information for each department

www.uri.edu/hss/education

- School of Education website

www.ribghe.org/transferguide.htm

- Transfer guide for CCRI and RIC, list what courses will transfer to URI as

www.uri.edu/es/

- Enrollment services website includes online student forms and information

www.uri.edu/univcol/advising/?page=gened

- general education booklets by year

www.uri.edu/univcol/advising/?page=acadiff

- GPA calculator

www.uri.edu/transfer/course

Listed pre approved courses for multiple institutions and what they will transfer to URI as. Must click on the “I have read and understand” line at bottom of page

Transferring into the College of Human Science & Services

from University College: Students must meet College of Human Science and Services requirements before they are allowed to transfer out of University College. Please review student's records carefully to see if they meet these requirements.

Human Development and Family Studies (HDF)

- PSY 113, Gen Ed Math, 100 or 200 Gen Ed Sociology course
HDF 200* or 201 with a combined and overall GPA of 2.0
- Minimum of 24 credits

*will accept PSY 232 as a substitution for HDF 200

Kinesiology (KIN)

- BIO 101
- BIO 121 – with a grade of C or better
- Overall GPA of 2.0
- Minimum of 24 Credits

Communicative Disorders (CMD)

- CMD 160 – with a grade of C or better
- CMD 272 – with a grade of C or better
- CMD 273 – with a grade of C or better
- Overall GPA 2.5
- Minimum of 24 credits

Secondary Education (SEDC)

School of Education (SOE) Acceptance.

Elementary Education (ELED)

School of Education (SOE) Acceptance.

Textiles, Fashion Merchandising and Design (TMD)

- TMD 103
- CHM 103
- Gen Ed Math
- Combined GPA of 2.0
- Minimum of 24 Credits

*TMD students must meet these requirements to receive Regional Tuition (CT, NH, ME and VT only)

Textile Marketing (TM)

- BUS 201
- BUS 110 or CSC 101
- BUS 111 or MTH 131
- BUS 210 or STA 308
- ECN 201
- Overall GPA of 2.4
- Combined GPA of 2.4

*TM students must meet these requirements to receive Regional Tuition (CT, NH, ME, VT and MA)

Please Note: Students who are having difficulty completing requirements within their major should consult with their department chair. In exceptional cases and with written permission from the department chair exceptions have been made.

Second Grade Option:

In order to repeat a course under the Second Grade Option, the following criteria must be met:

- Original Grade must have been a C-, D+, D, or F
- Freshman must have taken the course for the first time within their first 30 attempted credits. NR, NW, F and I count as attempted credits.
- Transfer students must have taken the course during their first semester at URI.
- Freshman must repeat the course within two semesters after they complete 30 credits. Transfer students must repeat the course within their second or third semesters.
- Student **MUST** fill out a “2nd Grade Option” form, obtain their academic Deans signature and submit the form to Enrollment Services before mid-term of the semester they are repeating the course.
- 2nd Grade Option may only be use once per course.

Pass/Fail Option

The Pass/Fail option is open to students who have 30 credits or more and can only be used for **free elective credit**. Students must fill out a Pass/Fail form and obtain their academic Dean’s signature and submit the form to Enrollment Services prior to the end of the Add period.

Grades for Pass/Fail are “P” (satisfactory) or “F” (unsatisfactory). The “P” grade is credited towards degree requirements, but in not calculated in the students QPA. The “F” grade is the equivalent of an “F” and is calculated into the QPA.

Students may change from Pass/Fail option to a letter grade by notifying Enrollment Services before the deadline (see the University calendar for deadlines).

Students may not take more than 3 courses on a pass/fail basis each semester or more than 2 during summer sessions.

Incompletes –

An “Incomplete” (I) should only be given if a student’s work in the course has been passing but not completed due to illness, or another reason that in the instructors opinion justifies the report of an incomplete. Students must make arrangements with the instructor to complete the missing course work in order to remove the incomplete by the following mid-semester. Incomplete grades that are not removed within two years will remain on the student’s permanent record, although exceptions have been made to this rule.

NW – No Work Submitted (NW) is used for a student who was enrolled in a course and either never attended or stop attended early in the semester. A grade of a “NW” will not affect the students attempted or earned credits and will have no affect on a student’s GPA.

NR - No grade reported (NR) is used by enrollment services when an instructor does not submit grades. A grade of a “NR” does not affect students GPA.

Grade Changes -

If you need to change a student's grade you must fill out a "Change of Grade" form. Forms can be picked up in the Dean's office, or at Enrollment Services. All grade changes must include the student's ID number, course section, number of credits, term year, and course code. For detailed information on grade changes faculty should consult the University Manual for policies on grade changes (8.26.10-8.26.13 & 8.52.10-8.56.12)

****Students are NOT allowed to deliver or handle change of grade forms.**

Credit Overload – Students who wish to take more than 19 credits should fill out a credit override form and have it signed by their academic dean. A credit overload fee is charged to all matriculated undergraduate students who registered and/or enrolled in more than 19 credits in a semester. Students should consult with Enrollment Services for specific details on how much they will be charged.

Add/Drop Period

Students have a specific timeline in which they can Add or drop a course through e-Campus. If a student misses this deadline they must fill out a "Late Petition to Add/Drop" form. The "Add" period lasts the first two weeks of each semester. The Drop deadline is generally around the 8th week of classes. You should consult the academic calendar for detailed deadlines. After these deadline students must have their instructors and academic Dean's permission to Add or Drop a course. If a student does not complete the Add/Drop form they may receive an F for a course they never attended. Simply not attending a course does not constitute dropping it.

A few things to remember before signing an Add/Drop Forms:

- A failing or bad grade in a course **is not** grounds for allowing a student to drop a course.
- Students are responsible for obtaining Instructors and their academic Dean's signature before submitting form to Enrollment Services.
- Signatures on Add/Drop forms are only good for 10 days before they need to be resigned
- Adding or Dropping a course may affect a student's financial aid and/or billing, students should consult with Enrollment Services for details.

Scholastic Standing Committee Petition

In exceptional cases, and subject to the approval of the major department, Scholastic Standing Committee and Dean, students may request exceptions to degree requirements prescribed by the College of Human Science and Services or by the General Faculty of the University of Rhode Island. These requests tend to fall into (2) two categories: General Education and University Regulations. To petition these requirements, students should obtain a (white) College of Human Science and Services Scholastic Standing Petition form and follow the general guidelines below. Forms are available in the Dean's Office, Quinn 112 or online at www.uri.edu/hss

For Consideration of General Education Requirements:

Students who wish to use a non-approved course in the general education area must file a Petition to the College of Human Science and Services Scholastic Standing Committee. In all cases the petitions must be pre-approved by the department chair of the students major for consideration by the Scholastic Standing Committee. If the petition is for a substitution of a course not approved for general education by the College of Human Science and Services, the petition must also be approved by the chair of the department in which the course being petitioned is taught.

***All education majors must submit their petitions to the College of Arts and Sciences as education majors must follow BA General Education requirements.**

Program Exception Petition

In exceptional cases, and subject to the approval of the major department, students may modify any curriculum requirement stipulated by the major department. These requests tend to fall into (3) three categories: requests for course waiver, course substitution and requirement exceptions. To petition these requirements, students should obtain a (pink) College of Human Science and Services Program Exception form from their Department Office or CHSS Deans Office in Quinn 112 and follow the general guidelines below

For consideration of Major requirements:

Including requests for course waiver, course substitution or program requirement exceptions, file **Program Exception petition** form approved and signed by student's academic advisor and department chair of student's major. **IMPORTANT NOTE:** Having a requirement or course waived by a Department or Scholastic Standing Committee **does NOT reduce** the total number of credits required for graduation.

Minors Field of Study:

In order for a student to declare a “minor” they must meet some basic requirements. All the needed requirements are listed on the top of the minor form. For students interested in a Business Minor, should consult the College of Business website for the minor form.

- Completion of 18 credits within one field of study
- At least 12 of the 18 credits must be at the 200 level or above
- A minimum GPA of 2.0 must be earned in the 18 (or more) credits
- At least half of the credits required for the minor must be earned at URI
- No course may be applied to both the major and minor filed of studies.
- Courses in General Education may be used for the minor.
- Courses in the minor may not be taken as pass/fail
- Approval of a minor does not guarantee space in any course required for the minor.
- Students need to obtain the department chair of the minor’s signature before handing form in to the Dean’s office.
- Students should hand in their signed minor’s forms when they turn in their Intent to Graduate forms.

Cheating and Plagiarism

Instances of cheating and plagiarism should always be reported. A cheating or plagiarism form can be found at <http://www.uri.edu/es/forms/pdf/faculty/ReportofCheatingorPlagiarism.pdf> or can be picked up in the Dean’s office.

Faculty have the option to take the following actions:

- Grade of “F” issued for assignment in question
- Confer with Dean and issue a grade of “F” for the course
- Confer with Dean and request judicial action

For more detailed University Policy, please consult section 8.27.10-8.27.21 in the University Manual.

Notifications of cheating or Plagiarism must be sent to:

- Department Chair
- Dean of College in which course is taught
- Student’s Dean
- Office of Student life

***All syllabi need to contain a statement regarding cheating/plagiarism and its consequences.**

FERPA – Family Educational Rights and Privacy Act

Due to FERPA restrictions you are not allowed to share a student's information with anyone except for authorized university officials, without the explicit, written consent from the student. This prohibits providing information to the **student's parents** or any other outside persons without first obtaining the students written consent. This also applies to discussing a student's record where it may be overheard by other students. Please consult <http://www.uri.edu/es/forms/pdf/faculty/ferpa.pdf> for detailed information on what can and can not be shared. **When in doubt error on the side of caution.**

Miscellaneous

Academic Status: Year Level by credits

Freshman: 0-29.9 credits

Sophomore: 30-59.9 credits

Junior: 60-89.9 credits

Senior: 90+ credits

Quality Points Average (QPA)

A= 4.0

A- = 3.7

B+ = 3.30

B=3.0

B- = 2.7

C+= 2.3

C= 2.0

C-= 1.7

D+= 1.3

D= 1.0

F= 0.0

U = 0.0

P, S and NW are not calculated in GPA

GPA's:

Term GPA is the GPA for a particular semester at URI

Cumulative GPA is the Combined average from every semester at URI

Dean's List: 3.3 GPA or higher

Graduating with honors:

3.30 cum laude*

3.50 magna cum laude*

3.70 summa cum laude*

*at time of graduation

<http://www.uri.edu/univcol/acadadv/?pages=acaddiff> for a GPA calculator

URI Student Support Services

Academic Enhancement Center - www.uri.edu/aec/

4th floor Roosevelt Hall 874-2367

Career Services - <http://career.uri.edu>

Roosevelt Hall 228 874-2311

Counseling Center - www.uri.edu/coun

Roosevelt Hall 217 874-2288

Disability Services for Students - www.uri.edu/disability/dss

Memorial Union 332 874-2098

Enrollment Services - www.uri.edu/es/

Green Hall, 2nd Floor 874-9500

Office of Student Life - [www.uri.edu/student life](http://www.uri.edu/student_life)

Memorial Union 330 874-2101

University Ombudsman - www.uri.edu/facsen/Ombud.html

Women's Center - www.uri.edu/women_center/

22 Upper College Road 874-2097

GLBTQ Center - www.uri.edu/glbt

Adams Hall 111 874-2894

Health Services - <http://health.uri.edu/>

Potter Building 874-2246

Housing and Residential Life - <http://housing.uri.edu>

Roger Williams Complex 874-2215

Office of International Education/Study Abroad -

www.uri.edu/international/ Taft Hall 107 874-5546

Office of Internships & Experiential Education

www.uri.edu/univcol/internships Roosevelt Hall 139 874-2160

Office of Student Involvement - www.mu.uri.edu/involvement/

Memorial Union 210 874-2726

URI Bookstore - www.uri.edu/bookstore/

Memorial Union 874-2721

Talent Development - www.uri.edu/talent_development

Taft Hall 874-2901

Honors Program - www.uri.edu/honors_prog/

Lippitt Hall 874-2303

Centennial Scholars - www.uri.edu/admissions/scholarships.html

Green Hall 874-7100