

Introduction

Although advising students is one of the most critical functions of any college or university, it also tends to be one of the most overlooked. Advising is usually performed by faculty members as one part of their overall workload. Unfortunately, many universities do not assess faculty performance in advising or reward professors who do a good job, which can dampen faculty enthusiasm about the endeavor. The end result can be poor advising.

Educational expert Ernest Boyer declared in 1987 that advising was “one of the weakest links of the undergraduate experience” in American universities. Wes Habley, director of ACT Assessment Program Services, believes that statement still to be true today.

The picture at MTSU, traditionally a very “student friendly” institution, may not be so bleak. Results from the graduating senior student survey conducted in Spring 2010 showed most liberal arts majors were fairly happy with their advising (*percentage selecting ‘Good’ or ‘Excellent’*):

Academic advising by faculty advisor	77%
Availability of faculty to help students outside of class	84%
Availability of faculty advisor	81%
Willingness of faculty advisor to help	83%

Further information on this survey can be found by going to: <http://frank.mtsu.edu/~iepr/gsscollege.pdf>

Although student evaluations and advising show overall satisfaction, there is, of course, always room for improvement. The College of Liberal Arts has two full-time college advisors: Judy Albakry (extension 5089) and Lucy Langworthy (extension 7785) who are housed in Todd Hall 221. They are committed to strengthening the advising program and working with faculty advisors to make sure our students are receiving correct information.

The college is therefore, taking steps to make advising by its faculty even better. In 1995 the college instituted the College of Liberal Arts Outstanding Advisor Awards to testify to the importance of advising and to recognize faculty who excel as advisors.

This handbook is another indication that the college places great value on advising. It is designed to help liberal arts faculty in the sometimes confusing process of advising undergraduate students. While the handbook will probably be most useful to newer faculty members, the hope is that all faculty members might find it helpful. If you have any comments or suggestions for improving this handbook, please let us know.

Thanks to Dean John McDaniel, Connie Huddleston, Laurie Witherow, John Vile, and Frank Essex for their help on this project.

College of Liberal Arts Administration and Staff

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College of Liberal Arts Departments

Department	Chair	Secretary	Others
<u>Art</u> Todd Bldg. 227C, extension 2455, box 25	Jean Nagy	Brenda Johnson	Slide Curator: Angela Wilcoxson Gallery Preparator: Rick Rishaw Gallery Secretary: Eric Snider
<u>English</u> Peck Hall 302, extension 2573, box 70	Tom Strawman	Darlene Fults Kelly Hays Debbie Flanigan Michelle Reaves Cindy MaGuffee	Associate Chair: Elvira Casal Lower Division Director: Laura Dubek Graduate Director: Kevin Donovan
<u>Foreign Languages & Literatures</u> Boutwell Dramatic Arts Building 301, extension 2981, box 79	Joan McRae Kleinlein	Ruth Watson	
<u>Geosciences</u> Kirksey Old Main 301C, extension 2726, box 9	Interim: Warner Cribb	Karen Wolfe	
<u>History</u> Peck Hall 223, extension 2536, box 23	Interim: Robert Hunt	Tara Hayes, Cheryl Floyd, Kathy Slager	
<u>Music</u> Wright Music Building 150, extension 2469, box 47	George Riordan	Claudette Northcutte Connie Bowrey	Coordinator of Scheduling & Publicity: Tim Musselman Music Librarian: Laura Pruett
<u>Philosophy</u> James Union Building 302, extension 2907, box 73	Ron Bombardi	Terri Ferrell	
<u>Political Science</u> Peck Hall 209, extension 2708, box 29	Stephen Morris	Pam Davis	
<u>Sociology & Anthropology</u> Todd Hall 342, extension 2508, box 10	Jackie Eller	Pansery Carter	
<u>Speech & Theatre</u> Boutwell Dramatic Arts Building 205, extension 2640, box 43	Jeff Gibson	Kimberly Griffin	

University Resources

University Studies <i>(previously known as Academic Enrichment)</i>	Peck Hall 202	2568
University College Advising Center <i>(previously known as Academic Support Center)</i>	McFarland Bldg	2339
Admissions Office	Cope 208	2111
Bookstore	KUC bottom floor	2700
Bursar's Office	Cope 103	2761
Career Development Center	KUC 328	2500
Center for Women & Nontraditional Students <i>(previously known as the Adult Students Services & the Women's Center)</i>	KUC 320	5989
Distance Education and Nontraditional Programs	855 West College	2177
Cooperative Education	KUC 328	2500
Counseling Center	KUC 329	2670
Dean's Office (Liberal Arts)	Todd Hall 231	2534
Disabled Student Services	KUC 120	2783
Financial Aid	Cope 218	2830
Graduation Coordinator (CLA)	Todd Hall 221C	2602
Health Services	Campus Rec	2988
		<i>Fax: 5004</i>
Honors Program	Honor's Bldg #205	2152
Housing	KUC 300	2971
Intercultural & Diversity Affairs	KUC 124	2238

(now includes International Student Services)

International Education	Peck Hall 216	5091
ITD Help Desk	CAB 3	5345
Library — circulation	James E Walker	2650
Library — reference	James E Walker	904-8539
New Student & Family Programs	KUC 326	2454
Parking & Trans. Svcs	PKS 102	2850
Police	Public Safety	2424
Records Office	Cope 102	2600
Scheduling Center	JUB 123	5800
Student Affairs	KUC 212	2440
Student Organizations	KUC 326S	5812
Study Abroad Office	PH 207	5179
Testing Center	KUC 327	2863
Transfer Student Services	McFarland Bldg	5728
University Writing Center	Library 362	904-8237
Veterans Affairs	Cope 102	2601
Withdrawals	McFarland Bldg University Advising Center	2808

Campus Operator

2300

Contact Information for Professional Advisors

Academic Advisors in the Colleges -

College of Basic & Applied Science

Jennifer Danylo (A-L)	JH 119	494-7874	Fax: 898-2615
Travis Tipton (M-Z)	JH 117	898-5087	
Andrew Symonds (Aero)	BAS S230	898-2055	

College of Business

Amanda Chambers	BAS N221C	898-5257	Fax: 898-4736
Gretchen Leming	BAS N219	898-5463	General: 2764

College of Education

June Adams	COE 307	898-5153	Fax: 898-2530
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College of Behavioral Health Sciences

Brelinda Johnson	CKNB 251C	898-5086	
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College of Liberal Arts

Judy Albakry (A-L)	Todd 221A	898-5089	Fax: 898-4881
Lucy Langworthy (M-Z)	Todd 221B	494-7785	

College of Mass Communications

Vacant Position (Recording Industry)	COMM 238B	898-5945	Fax: 898-5682
Hattie Traylor (Journalism & Electronic Media)	COMM 238A	898-5668	

University College - Distance Education and Nontraditional Programs

Tammy Bryant (A-C)	855 West College	898-2121	
Sonja Burk (D-L)	MacFarland	898-5200	
Summer Patterson (M-Z)	844 West College	904-8398	
Matt Hannah	Room 130 Bldg Maple Leaf	898-2684	

University College Advising Center – McFarland Building, 898-2339

Assistant Dean	Laurie Witherow	lwithero@mtsu.edu
Director	Mark Templeton	mtemplet@mtsu.edu
Secretary	Shelia Withers	swithers@mtsu.edu
Withdrawals	Heather Arrington	harring@mtsu.edu

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A-F	Vacant	898-2339
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S-Z	Joe Tucibat	jtucibat@mtsu.edu
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Prescribed Advisors:

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Liberal Arts	Jeanne Hoechst	jhoechst@mtsu.edu

Freshman Major Advisors

Behavioral and Health Sciences	Tyler Henson	thenson@mtsu.edu
Pre-Nursing Majors	Latonda Knight	lknight@mtsu.edu
Education	Becca Seul	rseul@mtsu.edu
Mass Communication	Gia Jones (A-L)	gcjones@mtsu.edu
	Nancy Stubblefield (M-Z)	nstubble@mtsu.edu

Honors –

Laura Clippard	HON 227	898-5464	lclippar@mtsu.edu
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Nursing –

Helen Gleason	CKNB 110	494-8791	hgleason@mtsu.edu
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Pre-Professional, Pre-Med, Pre-Pharmacy, Pre-Dental

Jennifer Braswell	DBS 241	898-5465	jbraswel@mtsu.edu
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Pre-Vet –

Kevin Downs	SAG 210	898-5217	
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Student Athlete Advising –

Student Athletic Enhancement Ctr	898-5610	Fax: 898-5421
Director: Todd Wyant	898-5610	
Assoc. Dir: Wynnifred Counts	898-5581	wcounts@mtsu.edu
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Angel Nathan	898-5498	anathan@mtsu.edu

Educational Leadership, Secondary Ed Advisors –

Business Education:	Dr. Jay Sanders	898-2996
English:	Dr. Kyle Butler	904-8142
Family and Consumer Sci.	Dr. James Huffman	898-2855
Foreign Language:	Dr. Charlene True	898-2330
Health/Phys. Ed & Recreation:		
	Dr. Charlene True	898-2330
Hist/Geog/Pol Sci:	Dr. Terry Weeks	898-5636
Mathematics:	Dr. Tammie Brown	898-2485
Music Education:	Dr. Terry Goodin	898-2855
Science:	Dr. Donald Snead	898-5755
Speech-Theatre/Art :	Dr. Laura Clark	898-2325
Voc Agriculture/Ind Stud:	Dr. James Huffman	898-2855
Non-teaching	Dr. Jane Williams	898-2794

Academic Abbreviations

AAS African American Studies	IDES Interior Design
ACA Academic Success Program	IED Industrial Education
ACSI Actuarial Sciences	INFS Computer Information Systems
ACTG Accounting	ITAL Italian
ADV Advertising	JAPN Japanese
AERO Aerospace	JOUR Journalism
ABAS Agribusiness and Agriscience	LATN Latin
ANTH Anthropology	LIBS Library Science
ART Art	MATH Mathematics
A S Aging Studies	M C Mass Communication
ASTL Advanced Studies in Teaching and Learning	MGMT Management
ASTR Astronomy	MKT Marketing
ATHC Athletic Coaching	MRAT Recording Arts and Technologies
ATHT Athletic Training	M S Military Science
B AD Business Administration	MUAP Applied Music
BCEN Business Communication and Entrepreneurship	
BIOL Biology	MUED Music Education
BLAW Business Law	MUEN Music Ensembles
CDFS Child Development and Family Studies	MUHL Music History and Literature
CDIS Communication Disorders	MUPD Music Pedagogy
CHEM Chemistry	MUS Music
CHIN Chinese	MUTH Music Theory
CIM Concrete Industry Management	N FS Nutrition and Food Science
CJA Criminal Justice Administration	NURS Nursing
CM Construction Management	ORCO Organizational Communication
CMT Construction Management Technology	P R Public Relations
COED Cooperative Education	P S Political Science
COMM Communication (Speech)	PHED Physical Education
CSCI Computer Science	PHIL Philosophy
DANC Dance	PHOT Photography
DSPM Developmental Studies Math	PHYS Physics
DSPR Developmental Studies Reading	PLEG Paralegal Studies
DSPS Developmental Studies Learning Strategies	PORT Portuguese
DSPW Developmental Studies English	PRSE Professional Seminar
DYST Dyslexic Studies	PSCI Physical Science
ECON Economics	PSY Psychology
ELED Elementary Education	Q M Quantitative Methods
EMC Electronic Media Communication	READ Reading
ENGL English	REC Recreation
EST Environmental Science and Technology	RIM Recording Industry
ET Engineering Technology	R S Religious Studies
ETIS Engineering Technology and Industrial Studies	RUSS Russian
EXSC Exercise Science	SAFE Safety
FCSE Family and Consumer Sciences Education	SPED Special Education
FIN Finance	SOC Sociology
F L Foreign Languages	SPAN Spanish
FOED Foundations of Education	SPSE School Personnel Service Education
FREN French	STAT Statistics
GEOG Geography	S W Social Work
GEOL Geology	TELC Education
GERM German	THEA Theatre
GRAF Media Design/Graphics	TRNS Transportation
G S Global Studies	TXMD Textiles, Merchandising, and Design
HIST History	U H University Honors
HLTH Health	UNIV University 1010
HPER Health, Physical Ed, Recreation, & Safety/ Human Perf	VTE Vocational-Technical Education
H SC Human Sciences	WGST Women's Studies
HUM Humanities	YOED Youth Education

MTSU Building Abbreviations

ABA Art Barn Annex	LIB James E. Walker Library
ABER Abernathy Hall	LRC Ned McWherter Learning Resources Cent
ALOF Alumni Office	MARY Miss Mary Hall
ALUM Alumni House	MC Murphy Center
AMG Alumni Memorial Gym	MCH McHenry Hall
BAS Business and Aerospace Building	MGB Midgett Building
BDA Boutwell Dramatic Arts Building	MHS McFarland Health Service
BH Beasley Hall	MOH Monohan Hall
BLH TCWNHA, 1417 E.Main St. (Black House)	NEO Naked Eye Observatory
CAB Cope Administration Building	NICK Nicks Hall
CKNB Cason-Kennedy Nursing Building	OBSV Observatory
CLH Clement Hall	PCS Homer Pittard Campus School
COE College of Education	PH Peck Hall
COGN Central Utility Plant/Cogeneration Plant	PHLP Project HELP
COH Psych Lab, 205 Baird Ln (Cooper House)	PHO Photography Building
COMM John Bragg Mass Communication Bldg	PKS Parking Services Building, 1403 E. Main
CORL Corlew Hall	POOL Natatorium
CSB Central Services Bldg (Day Care Cent)	PS Public Safety, 1412 E. Main Street
DH Deere Hall	PSB Printing Services Building
DSB Davis Science Building	REC Recreation Center
DYS Tennessee Center for the Study and Treatment of Dyslexia	
EHS Ellington Human Sciences Building	REH Reynolds Hall
EHSA Ellington Human Sciences Annex	RH Rutledge Hall
EZEL Ezell Hall	ROTX ROTC Annex
FAIR Fairview Building	SAG Stark Agribusiness & Agriscience Center
FEH Felder Hall	SBA Strobel Biology Annex
FH Forrest Hall	SBCH Stephen B. Smith Baseball Clubhouse
GOH Gore Hall	SCA Scarlett Commons Apartments 1-9
GRAV Tennessee Center for Child Welfare	SCH Schardt Hall
GRH Gracy Hall	SFA Saunders Fine Arts Building
HAN5 Tennessee Center for Child Welfare	SIMS Sims Hall
HARR Center for Historic Preservation, (Harrison House)	SMH Smith Hall
HBM Holmes Building Addition	TCM Telecommunications Building
HC Horticulture Facility	TLC Tennessee Livestock Center
HH Haynes House, 1411 E. Main St.	TODD Andrew L. Todd Hall
HOB Holmes Building (Maintenance Complex)	VA Vocational Agriculture
HONR Paul W. Martin Sr. Honors Building	VH Dept. of Criminal Justice Admin., 1421 E. Main St. (Vaughn House)
	VIS Voorhies Industrial Studies
ING Sam H. Ingram Building	WANH Internal Audit (Wansley House)
JACK Tom H. Jackson Building	WASS Budget Office (Wassom House)
JCH Jim Cummings Hall	WC Woodmore Cybercafe
JH Jones Hall	WH Warehouse (Maintenance Complex)
JUB James Union Building	WLA Womack Lane Apartments A-L
JUDD Judd Hall	WMB Wright Music Building
KOM Kirksey Old Main	WOOD Wood Hall
KSHF Emmett & Rose Kennon Sports Hall of Fame	WPS Wisser-Patten Science Hall
KUC Keathley University Center	WSC Wood-Stegall Center
LH Lyon Hall	

The Importance of Advising

As an advisor, you are important to students because...

- you are a principal contact between students, especially new students, and the university.
- you personalize the university for your students. In a real sense you, as advisor, embody the institution, linking MTSU to its students.
- you may be the only faculty member a student gets to know outside the classroom.
- you provide students a lifeline to the administration.
- you are a role model.
- you help coordinate your students' educational experiences.

Your effective advising benefits your students. Effective advising helps students...

- attain their educational and career objectives.
- achieve GPA's consistent with their ability.
- develop a meaningful relationship with you.

Your effective advising benefits MTSU. Effective advising helps ...

- students have a satisfying educational process and develop a positive attitude toward MTSU.
- lead to higher retention rates by providing students a bond to MTSU.
- students develop personal acquaintances with faculty and staff that can foster a lifelong association with the university.

Source: Adapted from the Slippery Rock University Academic Advisement Handbook.

College of Liberal Arts Advising Mission Statement

The mission of the MTSU academic advising process is to provide a quality, student-centered environment that promotes intellectual growth. This process is dedicated to fostering a collaborative and mentoring relationship between advisors, students, and the university community. Students are encouraged to think logically, critically, and creatively in order to assume ownership of their lifelong educational goals. Advisors guide students through a variety of support services that enable them to make a successful and holistic transition into the MTSU and global community.

The goals of academic advising are:

- To help students better understand themselves.
- To clarify students' life and career goals.
- To develop suitable educational plans.
- To select appropriate courses and other educational experiences.
- To provide accurate information about the university's policies, procedures, and requirements and ensure that students understand the information.
- To increase student awareness of educational resources that are available.
- To evaluate the student's progress toward established educational goals.
- To help develop decision making skills.
- To refer to and support the use of other institutional and community support services, where appropriate.
- To collect and distribute student data regarding student needs, preferences, and performance for use in institutional policy making.

We encourage all advisees to:

- Be serious about their studies and learning.
- Be responsible for their decisions and actions.
- Be knowledgeable about MTSU policies and procedures and the graduation requirements for their individual program.
- Be conscientious about integrating degree requirements with out-of-class, leadership, and career opportunities.

Where student learning occurs:

The advising process happens through a variety of sources, including but not limited to, faculty advisors, mentors, college advisors, staff, and student affairs. The college recognizes the importance of individual attention in advising and encourages all of its students to meet regularly with their assigned advisors and take advantage of the various resources available on campus.

Goals of Academic Advising

1. To help students better understand themselves

Academic advising should help students both understand and accept themselves. With the help of an academic advisor, students should come to a better understanding of their values, goals, abilities, interests, and limitations. One goal of advising, then, is student self-knowledge.

2. Clarification of students' life and career goals

Academic advising should help students define and develop realistic goals. Advisors, therefore, should help teach students the process of goal-setting and realization. To do this requires advisors to assist students in relating their interests, skills, abilities, and values to careers and occupations. Incorporated into this mix should be an understanding of the nature, purpose, and relevance of higher education and its link to the world of work. Advisors, then, help students clarify both short term and long term educational and career goals.

3. Development of suitable educational plans

Academic advising should help students plan and review their academic program. Each student's educational plan should be consistent with individual life and career goals as well as the student's unique interests and abilities. It is important when choosing their academic program that students be provided with an organized process for exploring their educational options. When necessary, advisors should be prepared to help students explore different courses of action, including the identification of academic alternatives and the consideration of other careers in line with the student's abilities and interests.

4. Selection of appropriate courses and other educational experiences

Academic advising should help students develop a course of study which enables them to achieve their goals. Advisors should assist students in choosing courses appropriate to students' program requirements, ability level, and individual needs. Proper course selection should help students reach their educational objectives as efficiently as possible while maintaining the correct scheduling sequence. The choice of electives should also reflect students' academic backgrounds, goals, and interests.

5. Interpretation of institutional requirements

Academic advising should provide students with accurate information about the university's policies, procedures, and requirements and ensure that students understand the information. It is important that advisors clearly communicate to students correct and complete information about degree programs, degree requirements, and course offerings.

6. Increasing student awareness of educational resources available

Academic advising should assist students in becoming aware of and learning to use the academic resources on campus which can help them achieve their goals.

7. Evaluation of student progress toward established goals

Academic advising should help students constantly evaluate their progress towards educational goals. Advisors, therefore, should continually help students monitor and assess their academic progress and performance. If academic difficulty occurs, advisors should help students analyze the causes of such difficulty and find ways to improve their performance.

8. Development of decision-making skills

Academic advising should develop the student's ability to make good decisions in the student's best interest. Advisors can assist students in developing decision-making skills by probing and encouraging student decisions. Students should be encouraged to gather and evaluate information, consider their values and goals, and make decisions with a clear understanding of alternatives, limitations, and possible consequences of decisions. Students should be encouraged to recognize and accept ultimate responsibility for their academic choices.

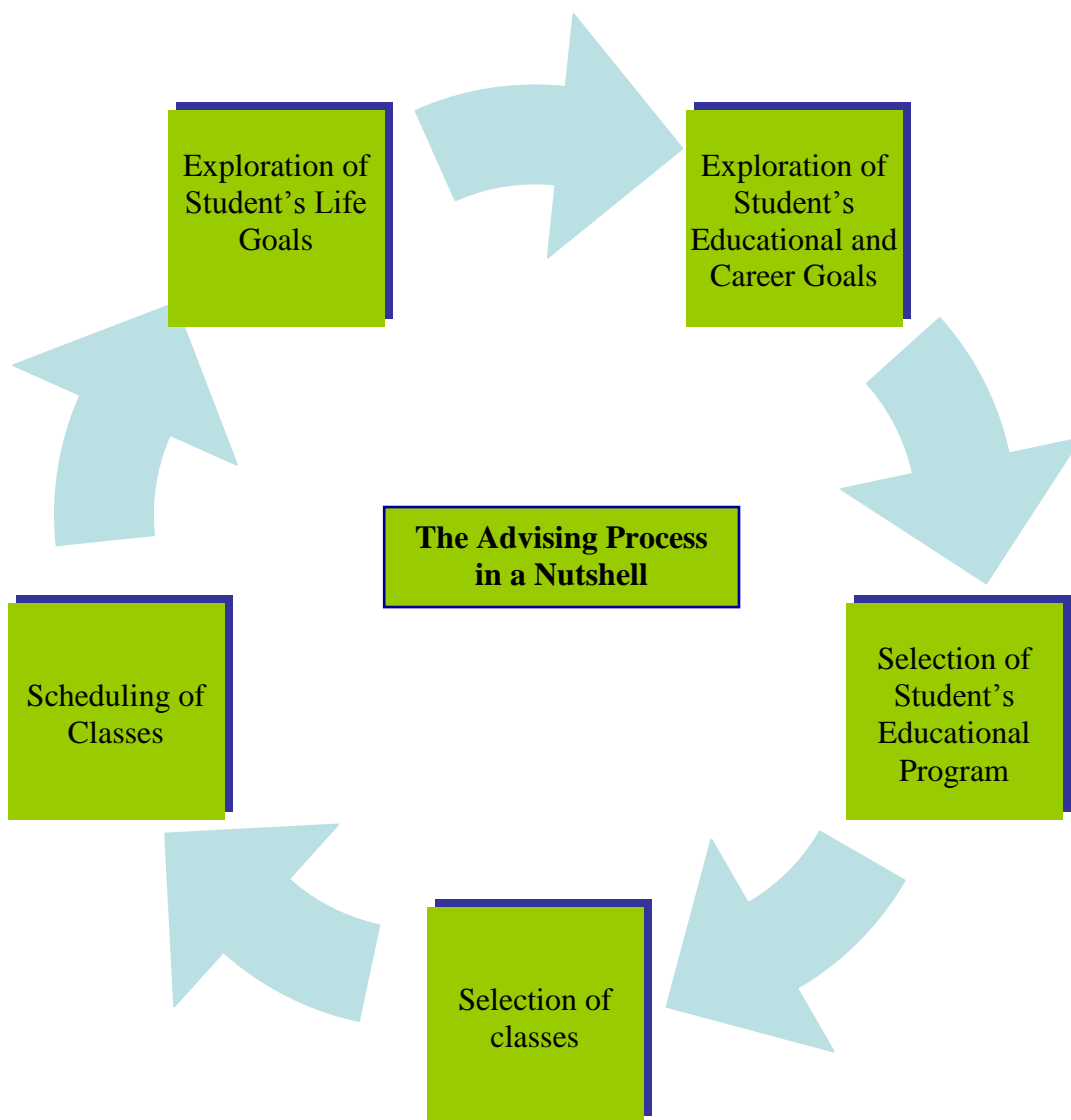
9. Referral to and use of other institutional and community support services, where appropriate

Academic advising should integrate the many resources of the university to meet each student's particular needs. To make sure that students are familiar with and make effective use of campus resources, academic advisors should identify special needs and match students to available resources. Appropriate referrals by advisors help ensure that students' needs are met in a timely manner.

10. Collecting and distributing student data regarding student needs, preferences, and performance for use in institutional policy making

Academic advisors should provide information about students to the university, colleges, and academic departments to assist in campus decision-making.

Source: Quoted with minor changes from the Slippery Rock University Academic Advisement Handbook.



Source: Quoted with minor changes from the Slippery Rock University Academic Advisement Handbook.

The Advisor's Responsibilities in the Advising Process

1. Being Accessible. Schedule, post, and, most importantly, keep regular office hours. Strongly consider increasing your office hours during peak registration periods. Another good idea is to post an appointment sign-up sheet outside your door during those peak periods. Make enough time for each of your advisees.

MTSU faculty members are expected to be on campus 30 hours per week, including time in class. A faculty member with a 12 hour teaching load should, therefore, spend at least another 18 hours per week on campus. The bulk of those 18 hours would likely be office hours.

2. Being Knowledgeable. Students rely on you to give them accurate and complete information about degree requirements, course offerings, and other university policies and procedures. Have on hand copies of the latest catalog and class schedule book. Make sure that all your information is up-to-date. If you don't know the answer to a question, admit it and then find the answer.

3. Demonstrating Concern. Show your students that you care about them and their academic career. You don't have to be their best friend, but let them know you are interested in them as individuals and not just as names on a piece of paper. Listen to their personal problems, at least those related to their academic progress.

4. Helping the Advisee in Career Planning. Fully discuss with your students career prospects and graduate school opportunities in your area. Remember that students often have misconceptions about the careers they are considering.

5. Helping the Advisee in Course Selection. Help your students pick their courses each semester in accordance with their academic programs.

6. Being Honest. Don't be afraid to be completely honest with your students, even if it means telling them their academic performance is not up to par or their career plans are not realistic. Explain the relationship between the quality of their academic work and their career prospects.

7. Making Appropriate Referrals. Direct students to other campus resources when appropriate. You need to know what those resources are and when they should be used.

Source: Adapted from the Slippery Rock University Academic Advisement Handbook, the University of Kentucky College of Arts and Sciences Faculty Advising Manual, and the Penn State University Undergraduate Advising Handbook.

The Student's Responsibilities in the Advising Process

- 1. Taking Overall Responsibility.** Students must take primary responsibility for their own academic programs, including course selection, meeting deadlines, and fulfilling degree requirements. Advisors and instructors are there to help them, but students must realize and accept that they are ultimately in charge of their own academic destiny.
- 2. Charting Their Own Futures.** With guidance from their advisors, students should choose their own majors and careers. They should also take the lead in selecting their courses.
- 3. Informing Themselves.** Students should take the initiative in learning about degree requirements, course offerings, and university regulations. Advisors are there to answer questions and make suggestions, not to read the catalog to their advisees. Students should acquire and peruse the undergraduate catalog.
- 4. Monitoring Their Own Progress.** Students should carefully track their passage in their academic program. They should also keep copies of their relevant academic records.
- 5. Seeing Their Advisors.** Students should get to know their advisors, and schedule regular appointments with them. They should then show up (on time) for those appointments ready to ask intelligent questions. Many of the MTSU students who complain about the quality of advising never bother to contact their advisors.

Source: Adapted from the Slippery Rock University Academic Advisement Handbook, the University of Kentucky College of Arts and Sciences Faculty Advising Manual, and the Penn State University Undergraduate Advising Handbook.

Advising Tips

Advising New Students: Make course recommendations based on a review of the student's academic record and potential performance. Consider the student's high school record and any past college work. Ask the student to provide relevant information or look it up on RaiderNet or Banner.

Be Conservative. Refer to the course numbering system frequently. Recommend that students required to take prescribed (or developmental) courses take those first (in fact they won't be allowed to register for some courses until they have finished their developmental work). Although far from an exact science, a course number does provide some indication of the course's difficulty.

Emphasize General Studies. Stress to students the advisability of satisfying general studies requirements early in their college careers. Not only does this free students to concentrate on major and minor courses later on, it exposes them to a variety of disciplines in their first two years that might affect their final choice of major and minors.

Calendar Deadlines. Remind students that the deadlines for making changes in their course schedule (e.g., adding or dropping classes) appear in the semester's class schedule book.

Credit Hours. Help students decide on a reasonable number of hours to take. First semester freshmen will need particular help here. Recommend lighter credit loads for students who have heavy family responsibilities or work many hours in addition to going to school (many MTSU students also have full-time jobs).

Recommend a Balanced Schedule. Encourage students not to overload themselves in any semester with too many courses in the same or similar disciplines.

Encourage Students to List Preferred and Alternate Courses Before Using PipelineMT. Let new students know that some classes do close and that they might not get their dream schedule.

Check Courses for Prerequisites. Make sure students don't enroll in courses with prerequisites they haven't met.

Source: Adapted from the University of Kentucky College of Arts and Sciences Faculty Advising Manual.

Suggestions for Students' Class Scheduling

Consider making the following suggestions to students, especially new students and/or students with weak academic backgrounds, about their class scheduling.

1. Do not schedule all your classes on Monday-Wednesday-Friday or Tuesday-Thursday. The days "off" may look good now, but the days you have classes can become very long. You inevitably will wind up with several tests and/or assignments due on the same day.
2. Schedule classes which are harder for you or classes which require regular practice (such as math or languages) three days a week rather than two. It's tempting to take a subject you don't care for two days a week rather than three, but resist! You need to take it more often to break the lessons into smaller parts. You also need the extra days of preparation and practice.
3. Schedule more difficult classes earlier in the day or whenever you are at your physical and mental peak.
4. Schedule breaks between classes. Resist the temptation to "get them over with and get out of here." You need time to gather your thoughts, study for tests and quizzes, prepare for your next class, and review your notes from earlier classes.
5. Schedule classes involving similar kinds of assignments (reading, writing papers, working problems) on different days. Doing this will help you avoid "burning out" on one type of activity.
6. Schedule a course load you can handle. Be realistic about what you can tackle successfully. The number of credits you take will depend on many factors, including what classes you need and any scholarship or loan requirements. Any course load between 12 and 18 hours is considered full-time.
7. Be realistic about your personal habits and energy level. If you never really wake up before 10 a.m., do not schedule 7 a.m. classes.

NOTE: All suggestions are on a "when possible" basis. Sometimes class availability or your outside obligations will determine when you can take classes.

Source: Adapted from Laurie Witherow, "Study Tips: Time Management," in A Sourcebook for Developmental Educators, ed. I. Anderson (1994).

The Advising Interview

How well an advising interview goes depends both on the advisee and the advisor. Here are some tips that can help advisors conduct a better advising interview.

- 1. Be Welcoming.** Greet students by name, if possible, and be relaxed with them. Open with a question such as “how are things going?” or “What can I do for you today?”
- 2. Phrase Questions Carefully.** Conversational flow will be cut off if questions are asked so that a “yes” or “no” reply is required. Good questions might be “What courses have you thought about taking next semester?” or “What made you consider this field as a potential career?”
- 3. Don’t Out-talk the Student.** Good advising requires effective listening. Listening is more than the absence of talking. Try to identify the fine shades of meaning behind the words.
- 4. Accept the Student’s Attitudes and Feelings.** A student may fear that the advisor won’t approve of what he/she says. Advisors must convey their acceptance of these feelings and attitudes in a non-judgmental way. Cardinal principle: If the student thinks it is a problem, the advisor does too.
- 5. Don’t Cross-examine the Student.** Avoid peppering the student with questions in machine gun like fashion.
- 6. Keep the Conversation Going.** Most people become embarrassed if no conversation is taking place. Remember, the student may be groping for words or ideas.
- 7. Be Empathetic.** Try to understand and relate to what the student is telling you.
- 8. Admit Your Ignorance.** If a student asks you a question and you do not have the answer, admit it. Go find the answer immediately or get back with the student after you have found it.
- 9. Set Limits on the Interview.** It is better if both the advisor and student realize from the beginning that the interview will last for a fixed length of time.
- 10. End the Interview on Time.** Once limits have been set, it is best to end the interview on time. Comfortable phrases might include “Do you think we have done all we can for you today?” or “Let’s make another appointment so that we can go into this further.”

Source: Adapted from David Crockett’s Advising Skills, Techniques, and Resources, as quoted in the Slippery Rock University Academic Advisement Handbook.

The Good Advisor's Checklist

Use the following checklist to find ways to improve your advising.

Availability

- I have regularly scheduled office hours.
- I have time to help students when they need me.
- My students have little difficulty setting up appointments with me.
- I am especially available during registration periods.
- I stay in my office during my office hours.
- I am flexible in seeing students needing immediate help who "walk in" without an appointment.
- My students know when and where to find me.
- I spend as much time with my students as they need. I don't try to hurry them out.
- I encourage my students to meet with me.

Information

- I keep up-to-date catalogs in my office.
- I keep informed about current and future career opportunities for students with a bachelor's or graduate degree in my area.
- I explain thoroughly to new students MTSU's requirements and the requirements for the major they have chosen.
- I pass along to students any new information I discover which might benefit them.
- I understand course requirements, especially for general studies courses and courses within my area.
- I know enough about majors outside my area to provide assistance to students exploring alternatives.
- I can help students select courses appropriate to their abilities and interests.
- I am flexible and actively explore alternative solutions to student problems.
- I can help students with poor study habits and weak examination skills.

Relating to Students

- I explain to my students what I can do to help them.
- When I believe a student has an unrealistic goal, I am willing to question and explore the issue.
- I am interested in each student as a person and regard students as unique individuals.
- I permit students to make their own decisions.
- I attempt to establish a warm and open relationship with my students.
- I help my students sort through their school-related frustrations and uncertainties.
- I challenge students to higher academic performance.
- I am genuinely concerned with my students.
- I respect my students' feelings and opinions.
- I enjoy meeting with my students.
- When working with students, I try to remember what it is like to be an undergraduate.
- I can work effectively with students whose value systems differ from mine.
- I do not hold grudges against students.
- I am patient with my students.
- I make all reasonable efforts to help each student.
- I treat all students equally.

Source: Quoted with minor changes from the Slippery Rock University Academic Advisement Handbook.

Remember

Students are. . .

- the most important people on campus. Without students there would be no MTSU.
- not cold enrollment statistics but flesh and blood human beings with feelings and emotions like our own.
- not people to be tolerated so that we can pursue our own interests. Serving students is our main job.
- not dependent on us. Rather, we are dependent on them.
- not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so.

Source: Quoted with minor changes from ACT National Center for the Advancement of Educational Practices, in the Slippery Rock University Academic Advisement Handbook.

Common Terms & Procedures

Academic Advising

Students at MTSU are assigned academic advisors based on their major field of study. The relevant department secretary assigns each major in the department a faculty member as an advisor. Students may request to be assigned to a particular advisor. In addition, students required to take prescribed (or developmental) courses are placed with an advisor in the University College Advising Center until the prescribed requirements have been met.

Students are NOT required to get their advisors' signatures or approval of their course schedule before registering for classes, although some students may have advising holds placed on their accounts before they can register. These holds may be lifted by the faculty advisor through his or her Pipeline account or by the department secretary, college advisor, or scheduling center.

In addition to faculty advisors, each college at MTSU employs one or more full-time college advisors. These advisors are available to answer questions from any faculty member or student, but they specialize in helping freshmen, transfer students, and students experiencing academic difficulty. They also play pivotal roles in CUSTOMS and registration.

The College of Liberal Arts advisors are Judy Albakry, extension 5089, and Lucy Langworthy, extension 7785, located in Todd Hall 221.

Academic Fresh Start

Academic fresh start is designed for people who went to college, did poorly, left school, and want to come back to college with a clean slate. To qualify, the person must **have not attended any college or university for FOUR years** prior to starting over. Then, after re-enrolling and successfully completing 40 hours of class work, the student may petition the dean of his or her college to have the earlier courses disregarded in the calculation of the student's cumulative GPA. If the request is granted, NONE of the coursework from the earlier hours counts toward graduation. Students may NOT pick and choose among their older courses, even those in which good grades were earned. The earlier course work does appear on the student's transcript with a Fresh Start notation if this is approved.

Academic Suspension

Students who fail to meet certain GPA standards during any term are put on academic probation for the subsequent term. Those standards are:

1. a 2.00 GPA for the current term, or
2. a 1.50 GPA based on 0 to 29.99 hours attempted
a 1.80 GPA based on 30 to 49.99 hours attempted
a 2.00 GPA based on 50 or more hours attempted

A student on academic probation who fails to meet at least one of the above standards during the next semester he or she is enrolled will be suspended (i.e., will not be allowed to register for the next Fall or Spring term, whichever comes first). Students receiving their second or more suspensions are suspended for one calendar year. See “Academic Policies and Procedures” in the 2011-12 Undergraduate Catalog.

Students who fail to earn a grade of C or better on the second attempt of any prescribed or developmental course are suspended for one Fall or Spring term, regardless of their overall GPA.

Students who receive suspensions may go through an appeals process. Appeals forms are available in the Records Office, Cope 102, or the Records Office web page.

Academic Year

MTSU’s academic year consists of two regular semesters and the Summer term, which is divided into various sessions. The semesters are the Fall semester, which typically runs from late August to mid December, and the Spring semester, which usually runs from early January to early May. The Summer term includes the following sessions: May Term (formerly called “intersession” or Session 1), which runs approximately three weeks in May; June Term, which runs about five weeks from early June to early July; Full Term, which runs about ten weeks from early June to early August; and July Term, which runs approximately five weeks from early July to early August. The Summer term also includes other sessions (such as the RODP term) for special classes or classes taught off campus.

Adding Courses

Students are allowed to add classes using PipelineMT, up to the add deadline specified on RaiderNet. Adding a class after that date requires the use of a Drop/Add form and permission of the instructor and the chair of the department in which the course is offered.

Students who have holds attached to their records may not add courses until their holds are cleared.

Adult Services Center

See Center for Women & Nontraditional Students

Adult Special Students

Persons aged 21 or older who wish to take courses for academic credit yet do not want to pursue a degree at that time may do so as adult special students. These students may earn a maximum of 16 semester hours at MTSU under this program. To continue enrolling after earning 16 hours, participants must apply for regular student status and meet transfer admission requirements.

Advanced Standing

MTSU students can earn credit by examination through the College Level Examination Program (CLEP), the Foreign Language Tests, the Advanced Placement Examinations (AP) of the College Entrance Examination Board, and the American College Testing Program (ACT). Details, including which MTSU courses can be satisfied with exam scores, are provided under “Admissions and Registration” in the 2011-12 Undergraduate Catalog.

These exams are administered by Counseling and Testing Services, KUC 329, extension 2670.

All credit by examination scores should be submitted to the Admissions Office. Any credit earned must be posted on the student’s transcript to count toward degree requirements. Such credit counts as hours earned toward graduation but does not affect the student’s GPA (the credit is listed with a grade of P on the transcript). A student may receive no more than 66 semester hours through credit by examination, correspondence courses, and credit earned through military service.

For transfer students, credit by examination through CLEP or AP (except for essays in English) accepted by other TBR schools should be automatically accepted and posted by MTSU. Students can make sure of this by having official copies of their scores sent directly to the MTSU Admissions Office. No CLEP credit is accepted for ENGL 1010 or ENGL 1020.

In addition, some schools do not post advanced placement credit but simply exempt the student from the relevant course(s). This happens most frequently with English composition courses and beginning courses in Foreign Language. If a student was exempted from a course by the transfer institution because of exam scores, the student should have the scores sent to MTSU Admissions so the credit can be posted. The Admissions Office has forms to request some scores. For more information on Foreign Language credit, see “Foreign Language Credit.”

Advising

See “Academic Advising.”

Athletic Academic Advising

MTSU provides a special academic support system for the student-athletes enrolled here. Program staff members carefully monitor the academic progress of the student-athletes, so faculty with athletes in class are occasionally asked to provide progress reports on them during the semester.

Contact the Athletic Academic Coordinator at Student Athlete Enhancement Center, extension 5581.

Attendance

See “Class Attendance.”

Auditing Courses

Any person over 18 years old who wants to audit a course at MTSU—i.e., take a course but receive no academic credit for it—may do so by applying at the Admissions Office. Regular registration fees DO apply to audited courses, except for Tennesseans who are 60 years old or older OR are permanently and totally disabled. Those persons are allowed to audit courses on a space-available basis.

Persons auditing courses are expected to attend class regularly and, in most cases, fulfill other class requirements. A successful audit is recorded on the person's transcript with the designation "NC" (no credit). An audited course does not count towards full-time status.

Students wishing to change their status in a course from audit to credit or vice versa must do so before the last day to add a class.

Career Development Center

The Career Development Center assists MTSU students and alumni in finding career positions as well as part-time and summer jobs. Each year a number of employers visit campus and conduct interviews with students at the center. The center also maintains reference files for student credentials, houses a career library, issues a monthly newsletter, assists students in writing their resumes, and performs other services.

Contact the center at KUC 328, extension 2500, box 2.

Catalogs

Students generally follow the catalog in effect when they first attend MTSU.

However, students may choose to use any catalog in effect while they attend MTSU as long as the catalog is no more than 10 years old when they graduate. For example, a student at MTSU from Fall 2000 to Spring 2005 could opt to graduate under any of the following catalogs: 1999-2001, 2001-03, or 2004-06.

In addition, students are allowed to graduate under any MTSU catalog in effect while they attended any Tennessee Board of Regents institution. For instance, a student who enrolled at Columbia State Community College in the Fall of 2000 and came to MTSU in the Fall of 2003 could choose to use the 1999-2001, 2001-03, or 2004-06 MTSU catalog (or any later MTSU catalog published during his or her stay here). Even if that student attended a non-TBR school in between Columbia State and MTSU, he or she could still use the 1999-2001 catalog.

Students who transfer from a non-TBR school must use the MTSU catalog in effect when they arrive here (or later MTSU catalogs published while they are enrolled here).

The MTSU catalogs now in effect are:

2001-03	Good until August 2011
2004	Good until August 2012
2005-07	Good until August 2015
2007-09	Good until August 2017
2009-11	Good until August 2019

Remember, however, that a student must have been enrolled at MTSU or another TBR institution either during or prior to a catalog period in order to use that catalog.

Center for Women and Non-Traditional Students

This office assists adult students and other students who have primary responsibilities outside the university. The center provides such students with information, support, and encouragement. The center also sponsors a student organization called OWLs (Older Wiser Learners) to support adult students. The June Anderson Women's Center (JAWC) provides a variety of services to women at MTSU. These services include support groups, peer counseling, lectures, and workshops. The center also publishes a newsletter and maintains files of information of particular interest to women. There is a full-time professional counselor on duty at the center to assist students with "women-identified" issues and concerns.

Change of Address

Students who change their permanent address should notify the Records Office at Cope 106 or change it through Pipeline MT.

Change of Grade

Changing a student's course grade is done with the Change of Grade form, available from department secretaries. The form requires the department chair's signature unless the grade being changed is an "incomplete." Faculty must take or mail the completed form directly to the Records Office; they will not accept the form from a student.

Change of Major

A student who wants to change his or her academic major can submit these changes via their Pipeline account under "Change of Major/Program". This link is also available on the Record's office website. It is recommended that a student visit with a college or faculty advisor before making such a change. Student athletes must notify the athletic advisors before changing their major. Also students receiving veterans' benefits must also notify the Records Office of any change in major.

Class Attendance

Students are expected to attend all their classes unless unexpected circumstances arise. Except for specific university sanctioned events, faculty members, and only faculty members, are responsible for excusing or refusing to excuse absences of students in their classes. Instructors

should explain their class attendance policies, including any penalties for unexcused absences, on their course syllabi. Absences begin with the first day a student is enrolled in class.

Sometimes students will notify the Student Affairs staff of the reasons for their absences. Student Affairs will then notify the student's professors. Receipt of such a notice does NOT mean that the student's absence has been excused by Student Affairs; it is merely an information service. Responsibility for determining whether or not the absence is excused still rests with the instructor.

Students are responsible for any work or assignments they miss due to absences. They are also responsible for obtaining excuses for their absences and arranging to make up any missed work.

Students are not to be penalized for absences due to participation in university-sanctioned activities. In these cases, students are expected to make arrangements with their instructors ahead of time.

MTSU does not usually close because of inclement weather, but students are allowed to use their own discretion about coming to school under potentially hazardous weather conditions. They should be permitted to make up any work missed because of bad weather.

Classification

Students with less than 30 hours earned are classified as freshmen, those with at least 30 but less than 60 as sophomores, those with at least 60 but less than 90 as juniors, and those with 90 or more as seniors.

CLEP Tests (College Level Examination Program)

See "Advanced Standing."

Computer Access

"University Computer Labs" are available for all students, faculty, and staff with a current MTSU ID. In addition, several resident halls have computer labs. Many departments have their own computer labs for students, but these are often restricted to class projects.

University Computer Lab, College of Business (contains link to s-drive)

Business and Aerospace Bldg., S137
(615) 898-5515

University Computer Lab, Computer Science Department

Kirksey Old Main, KOM 350/351/360
(615) 898-2144

University Computer Lab, Instructional Technology Support Center (ITSC)

McWherter Learning Resources Center (LRC 101A, 101B)

(615) 898-5191; LRC 101 (615) 898-2892

Residents of Corlew, Lyon, Smith, Womack Lane, and WoodFelder residence halls have access to computer labs in their buildings.

Correspondence Courses

MTSU does accept credit earned in correspondence courses that carry regular degree credit. Students who have earned correspondence course credit from other institutions are accepted under the regulations governing acceptance of transfer credit.

English 1010 and 1020 and courses with a laboratory component must not be taken by correspondence except by permission of the department chair and the dean of the college of which the course is offered.

Counseling and Testing Center (Guidance Services)

This office provides professional counseling and testing services for students to assist them with both their academic and personal concerns.

The center administers a variety of standardized tests for use in career and personal guidance, including the SIGI Plus computerized test which helps students identify potential academic majors and careers. Other tests offered by the center include various graduate school admissions tests, the Test of English as a Second Language, and the National Teacher Examinations-Praxis Series, which is required of all students pursuing teaching careers. The center also administers College Level Examination Program tests (see CLEP) and the ACT-COMPS exit test.

A psychiatric consultant is available to see students when appropriate.

Contact the center at KUC 329, extension 2670, box 53.

Course Numbers

Courses numbered 1000 to 1999 are considered freshman level, those numbered 2000-2999 sophomore level, 3000-3999 junior level, and 4000-4999 senior level. Courses numbered 5000 and above are graduate courses.

Courses with numbers beginning in 0 (i.e. DSMP 0700) are developmental courses. DSP courses DO NOT count toward the hours needed for graduation. They DO count toward the 12 semester hours needed for full-time student status. Prescribed courses such as MATH 1000K, READ 1000K, UNIV 1010K, & ENGL 1009K do not meet general education requirements but they do count as college level electives hours towards the hours needed for graduation. ENGL 1010K and MATH 1010K or 1710K will fulfill both prescribed requirements and General Education requirements.

TIP: Course numbers provide some indication of a course's difficulty, but this does not mean that freshmen and only freshmen should take 1000 level courses, sophomores and only sophomores should take 2000 level courses, and so on. Distinctions between courses in adjacent levels (between 1000 and 2000, 2000 and 3000, etc.) are often blurry.

As a general rule of thumb, any student (with the exception, for some courses, of students enrolled in Developmental Studies/Prescribed courses) should be able to handle any general studies course regardless of its number. Other courses, however, may have prerequisites or require permission of instructor.

Credits

The semester hour is the unit of credit at MTSU. One credit hour represents the satisfactory completion of one 55-minute class period per week (or the equivalent) and all required preparation. Most traditional lecture courses at MTSU carry three hours of credit. Other courses such as labs, shop, and studio classes usually carry one hour of credit for each two hours per week of attendance.

For transfer students, the Admissions Office converts all credit received to semester hours.

CUSTOMS

Each summer MTSU holds a series of orientation meetings, called CUSTOMS, for incoming students, freshmen, transfers, and high achievement students. Prospective students and any accompanying parents are introduced to various aspects of the university and campus life.

Students who plan to declare a major in The College of Liberal Arts attend a special session hosted by the dean and academic college advisor. After some general introductory remarks, the students separate into groups according to their planned majors. Faculty members then advise students planning to major in their departments.

Dean's List

Full-time undergraduate degree students with GPAs for the current semester of 3.5 or better are recognized by placement on the Dean's List.

Deficiencies

See "High School Deficiencies."

Degree Requirements

Requirements for undergraduate degrees are spelled out in the current undergraduate catalog. Students are required to have a total of 120 hours for most majors, although some require more than 120. Sixty of the total number of credits must be earned at a 4-year institution. Forty-two upper division credits (3000-4000 level) are required. A minimum of 30 upper division credits must be earned at MTSU.

Advise students to study these requirements carefully. Also stress to them that they—not their advisors or anyone else—are ultimately responsible for seeing that they understand and meet the requirements for graduation.

Degrees Offered

MTSU offers a wide variety of degrees. These are listed, according to the majors in which they are available, in the “Academic Inventory” of the current online catalog.

Disabled Student Services

Disabled Student Services provides a variety of support services for disabled students. This office also coordinates the taking of exams for students who are learning disabled.

Contact the office at KUC 120, extension 2783, box 7.

Discipline Problems

Academic disciplinary problems, such as alleged cheating or other unethical conduct, should be reported to the head of the concerned department and to the office of Judicial Affairs (KUC 326, 898-5812). Other forms of student misconduct are handled through procedures outlined in the MTSU Student Handbook. You can find this information through:
<http://www.mtsu.edu/~judaff/>.

Instructors have the authority to suspend temporarily from class any student if they determine that the student’s presence in the class interferes with the instructor’s ability to teach the class or the ability of other class members to learn. A written report of the circumstances involved must be submitted to the office of Judicial Affairs. Extended or permanent exclusion from class can be effected only through the procedures outlined in the MTSU Student Handbook.

Distance Learning Courses

Distance Learning Courses may be offered through the Distance Education and Nontraditional Programs Office (referred to as RODP courses and offered by other TBR institutions) or by the various MTSU academic departments and taught by MTSU professors. These courses include video conferencing, telecourses, correspondence courses and online courses. RaiderNet lists the current course offerings. For further information, call 615-898-5611.

Double Majors

Students may choose to obtain a double major by meeting the following requirements.

1. The student must meet the general university requirements for graduation as well as the specific requirements for each major and for the degree sought.
2. The student must file appropriate upper division form(s)—either a separate form for each major or one form with both majors listed.

3. For majors requiring two minors, the second major may count as a minor as long as it meets the particular requirements of the minor.

4. The degree sought must be compatible with both majors. For example, a student cannot double major in one field that leads to a B.B.A. degree and a second field that leads to a B.A. degree. In that case a student should seek two degrees.

Dropping Courses

During the first four days of class students may add courses. Students who wish to add a class after the deadline to add must process a drop/add form through the Scheduling Center. Both the instructor and the chair person's signatures are required on the drop/add form. Student who cease attendance but do not officially drop or withdraw will receive a grade of "F." Students will be allowed to drop or add courses provided they do so within the course drop/add period. See the Records webpage (www.mtsu.edu/records) for specific deadlines. Students with holds on their records may drop courses but may not add courses until the holds are cleared.

1. During the first two weeks (14 calendar days – CENSUS date) of a term, no grade is assigned.
2. During the third week (15th calendar day) through the seventh week (49th calendar day) of a term, a grade of "W" will be assigned.
3. After the seventh week (49th calendar day) of a term, courses cannot be dropped via RaiderNet.

The drop dates for courses, which meet for a shorter time period than the normal term beginning and ending dates will be prorated based upon the course drop dates for the full term upon notification of the Scheduling Center.

Tennessee Board of Regents policy prohibits students from dropping courses in the University Studies program. Under extenuating circumstances a course may be dropped with the approval of the University Studies Chair. No student may drop a prescribed course without written approval of the University Studies department chairperson. A student desiring to drop a course must contact the University College Advising Center at 898-2339 (KUC 324) to begin the process. Failure to comply will result in an automatic grade of "F".

Dual Degree

Students who wish to seek a major requiring two different degrees may do so simultaneously. This will be considered a dual degree. Students must meet the requirements for both degrees.

English 1010 and 1020

In March 1995 the English Department issued new guidelines for English 1010 and 1020:

“Beginning Fall Semester 1995, the grade of D will no longer be awarded to students in English 1010 and English 1020. To receive credit for these writing courses, the student must earn at least a grade of C.

The grade of N will be awarded to students who complete the first attempt of the course(s) but fail to meet minimum standards. The grade of N will be assigned only once in English 1010 and 1020; in subsequent semesters the student will be assigned a grade of F if minimum writing standards for the courses are not met. The grade of N is not punitive; that is, it will calculate into Hours Attempted but not Quality Hours. For GPA purposes the N will be used the same way as an I or W.”

The policy will also affect students who are enrolled in freshman composition courses at other institutions in academic year 1995-96 (and thereafter) and who later transfer to MTSU. Any such student with a D in the appropriate freshmen composition course(s) will be required to repeat the course(s) at MTSU. This policy will apply both to transfer students with and without associate degrees, at TBR and non-TBR institutions

MTSU will accept transfer credit for English 1010 and 1020 from students with D’s in appropriate freshman composition courses taken elsewhere **before** academic year 1995-96.

Ferpa

See Appendix.

Final Exams

MTSU’s policy is that final exams should be given during the designated final exam period. Students often lobby for the final to be given early, perhaps on the last scheduled day of class meetings. Even faculty who are tempted to go along with such an arrangement should desist from doing so. Faculty may, at their discretion, administer final exams to individual students during the exam period at times other than the regularly scheduled exam time for that class.

If final exam papers are not returned to students, faculty should keep the papers on file for at least nine weeks to allow interested students to see their papers.

Foreign Language Procedures

See Appendix.

Fresh Start

See “Academic Fresh Start.”

Full-Time and Part-Time Students

See “Hour Load of Students.”

General Education Requirements

All students at MTSU must satisfy general education requirements in order to graduate. Students entering MTSU with an A.A. or A.S. degree from a Tennessee Board of Regents community college will have fulfilled all the general education requirements. However, students entering with an A.A.S. degree will probably not have completed the general education requirements and the transcript will have to be evaluated course-by-course. The requirements are listed in the 2011-12 Undergraduate Catalog.

First and second year students should focus primarily on meeting these general education requirements. Some students prefer to plunge into many of their major and minor courses before finishing their general requirements, but that is usually not advisable. They will eventually have to take the general education courses anyway, and they also might take courses that turn out to be unnecessary if they change their majors later.

MTSU's policy is that all full-time, degree-seeking students should be enrolled each semester in the appropriate general education English course AND either 6 additional hours of general education or 3 hours of general education and 3 hours in their major until they satisfy the university's general education requirements.

Some courses are listed as general education requirements or options and as requirements or options in majors or minors. For example, Political Science 1005 is listed as an option under Social/Behavioral Sciences of general education courses and as a requirement for political science majors and minors. By successfully taking such a course a student DOES satisfy both the general education requirement and the major or minor requirement. Of course, the student receives only the credit hours for one course.

Students who are required to take prescribed courses are not allowed to take some general education courses before passing certain prescribed courses with a C or better. The following list indicates which general education courses have such prerequisites and what they are.

General Education Courses and Developmental/Prescribed Prerequisites

Communication	ACT/COMPASS Prescribed Prerequisite
ENGL 1010	ENGL 1009K
ENGL 1020	ENGL 1009K READ 1000K
COMM 2200: Fundamentals of Speech	NONE
History	ACT/COMPASS Prescribed Prerequisite
HIST 2010: Survey of US History (to 1877)	ENGL 1009K READ 1000K
HIST 2020: Survey of US History (1877 to present)	ENGL 1009K READ 1000K
HIST 2020: Tennessee History	ENGL 1009K READ 1000K
Humanities and Fine Arts	ACT/COMPASS Prescribed Prerequisite
ANTH 2210: Introduction to World Prehistory	NONE
ART 1030: Orientation to Art	NONE
ART 1910: Art History Survey I	ENGL 1009K READ 1000K
ART 1920: Art History Survey II	ENGL 1009K READ 1000K
DANC 1000: Dance Appreciation	ENGL 1009K READ 1000K

HIST 1010: Western Civilization (before 1715)	ENGL 1009K READ 1000K
HIST 1020: Western Civilization (since 1715)	ENGL 1009K READ 1000K
HIST 1110: World Civilizations (before 1500)	ENGL 1009K READ 1000K
HIST 1120: World Civilizations (since 1500)	ENGL 1009K READ 1000K
MUS 1030: Introduction to Music	NONE
PHIL 1030: Introduction to Philosophy	ENGL 1009K READ 1000K
THEA 1030: Theatre Appreciation	NONE
ENGL 2030: Experience of Literature	ENGL 1009K & ENGL 1010 & 1020
ENGL 2020: Themes in Literature and Culture	ENGL 1009K & ENGL 1010 & 1020
HUM 2610: Foreign Literature in Translation	ENGL 1009K & ENGL 1010 & 1020
Math	ACT/COMPASS Prescribed Prerequisite
Math 1010: Math for General Studies	Math 1000K
Math 1530: Applied Statistics	Math 1000K
Math 1710: College Algebra	Math 1000K
Math 1720: Plane Trigonometry	Math 1000K
Math 1730: Algebra and Trigonometry	Math 1000K
Math 1810: Applied Calculus I	Math 1000K
Math 1910: Calculus I	Math 1000K
Natural Sciences	ACT/COMPASS Prescribed Prerequisite
ASTR 1030/1031 Exploring the Universe	READ 1000K MATH 1000K MATH 1010K/MATH 1710K
BIOL 1030/1031: Topics in Biology	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
BIOL 1110 General Biology	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
BIOL 2010: Human Anatomy and Physiology I	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
BIOL 2020: Human Anatomy and Physiology II	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
CHEM 1030: Chemistry for Consumers	READ 1000K
CHEM 1010/1011 & 1020/1021 Introductory Chemistry	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
CHEM 1110/1111 and 1120/1121 General Chemistry	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
GEOL 1030/1031: Introduction to Earth Science	ENGL 1009K READ 1000K
GEOL 1040: Physical Geology	ENGL 1009K READ 1000K
PHYS 1110: Discovering Physics	ENGL 1009K READ 1000K MATH 1000K MATH 1010K or MATH 1710K
PHYS/CHEM 1130/1131: Contemporary Issues in Science	ENGL 1009K READ 1000K MATH 1000K MATH 1010K or MATH 1710K
PHYS 2010/2011, 2020/2021 College Physics	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
PHYS 2110/2111, 2120/2121 University Physics	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
PSCI 1030: Topics in Physical Science	READ 1000K
Social and Behavioral Sciences	ACT/COMPASS Prescribed Prerequisite
AAS 2100: Introduction to African American Studies	NONE

ANTH 2010: Cultural Anthropology	NONE
ECON 2410: Principles of Economics	ENGL 1009K READ 1000K MATH 1000K MATH 1010K MATH 1710K
GEOG 2000: Introduction to Regional Geography	ENGL 1009K READ 1000K
GS 2010: Introduction to Cross-Cultural Experiences	ENGL 1009K READ 1000K
HLTH 1530: Health and Wellness	NONE
JOUR/EMCRI 1020 Understanding Mass Media	NONE
PS 2010: American Government and Politics	NONE
PS 1010: Foundations of Government	NONE
PSY 1410: General Psychology	NONE
SOC 1010: Introductory Sociology	ENGL 1009K READ 1000K
SOC 2010: Social Problems	ENGL 1009K READ 1000K
WMST 2100: Women's Studies	ENGL 1009K READ 1000K

See page 54 for listing of the general education courses.

Grade Appeals

A student who disagrees with a final course grade should first consult with the instructor of the course in question. If that meeting does not satisfy the student, the next step is a meeting with the department chair. The chair does not have the authority to change a grade but can make a recommendation concerning the student's appeal. If the student is still not satisfied, he or she can make an appeal to the Grade Appeals Committee by contacting the Academic Affairs office. The Grade Appeals Committee has the authority to overturn the grade; its decision is final. Any grade appeal must be initiated with the instructor within 40 days of the graduation for the semester in which the grade was given. Further information is available from the office of Academic Affairs.

Grade Change

See "Change of Grade."

Grade Point Average

The method through which GPAs are calculated is explained under "Academic Regulations" in the 2011-12 catalog.

TIP: Stress to students that it becomes more difficult to raise their GPAs the more cumulative hours they have. Many juniors and seniors seem to have unrealistic plans to bring their GPAs up with a few semesters of hard study at the end of their undergraduate careers.

Grade Point Average, Degree Requirements

In order to graduate, a student must have a 2.00 minimum GPA overall AND a 2.00 minimum GPA in the major. Also, some minors require a 2.00 GPA—check the catalog under specific minors to be sure.

TIP: Students, as well as some faculty members, often find the process of GPA calculation mystifying. It may help to point out to students that a 2.00 average is a C average. For every D

that is earned, the student needs a B to balance it. For every F earned, the student needs an A to balance it. Further, two B's will balance one F; an A will balance two D's.

This will probably be easier for them to understand—and for you to explain—than quality points, hours attempted, quality hours, etc.

Grade Reporting or Posting

Federal regulations regarding the privacy of student records mean that MTSU provides no system of posting grades. Faculty members may devise their own systems of posting grades only with the written consent of the students involved. Such systems must protect the anonymity of the students and their social security numbers.

Students can learn their final course grades by checking on Pipeline MT. Printed grade reports are only mailed to students who request them.

Students who ask to see their grades as recorded in a faculty member's grade book should be given the information, but in such a way that the grades of other students are kept private.

Faculty members may release, at their discretion, a student's grade to a third party (parent, roommate, friend, etc.) if the student provides a written request that the faculty member believes to be authentic.

GRE (Graduate Record Examination)

The GRE is a standardized exam required of applicants to graduate schools in many fields. The exam includes sections testing verbal, quantitative, and analytical skills. Application materials are available in the Guidance Services Office. The Office of Professional Development Training and Public Service periodically offers prep courses for this exam.

Graduation Requirements

See "Degree Requirements."

Graduation with Honors

Students who graduate with high GPAs receive special recognition on their transcripts, on their diplomas, and at the graduation ceremony.

The requirements for graduation with honors are:

Cum Laude: 3.50-3.74

Magna Cum Laude: 3.75-3.89

Summa Cum Laude: 3.90-4.00.

These honors are based on the cumulative GPA on all degree credit courses.

Health Services

Health Services offers health care to currently enrolled MTSU students Monday through Friday from 8:00 a.m. to 4:00 p.m.

High School Deficiencies

Students entering MTSU with high school unit requirement deficiencies can remove those deficiencies by taking college level courses and passing with a grade of D- or better. Freshmen must remove their deficiencies within their first 64 hours and transfer students within their first 30 hours at MTSU.

Courses used to satisfy high school deficiencies **will** count toward the completion of degree requirements (i.e., general studies requirements, major requirements, etc.).

See the 2011-12 online catalog Admissions Policies for a list of the MTSU courses that can be used to satisfy high school unit deficiencies.

NOTE: Another option to remove the deficiency in foreign language is to enroll at Motlow's Smyrna campus to complete Spanish/French 1001 in the fall and Spanish/French 1002. These courses are less rigorous and remove the high school deficiency only. They do not give students college level credit or satisfy the foreign language required in various degree programs at MTSU.

Honors Program

The Honors Program provides superior students opportunities for richer educational experiences than those found in the typical classroom. Small class size, enthusiastic faculty, and close faculty-student interaction are hallmarks of the program. Some upper division courses as well as many general studies courses are offered in Honors sections. Honors students can receive a variety of awards and recognition, including graduation with university honors.

Effective Summer 2006, entering freshmen are eligible for the program if they have a minimum ACT composite score of 25 (SAT equivalent 1130 to 1160) and at least a 3.5 high school GPA. Returning college students or transfer students must have an overall college grade point average of at least 3.25 to be eligible.

Contact the University Honors College at Honors Building 205, extension 2152, or Box 267.

Hour Load of Students

Students, with help from their advisors, should decide how many hours to take per semester based on their academic ability, outside responsibilities, and other relevant factors.

The "normal" semester load (i.e., for students who hope to graduate in four years) is 15 or 16 hours. A student may not register for more than 18 hours a semester without permission from the dean of the college in which the student is pursuing a major. Students who want to take more than 18 hours must complete the "Request for Overload" form before registration.

Students enrolled in 12 or more semester hours are considered full-time students; those enrolled in fewer than 12 hours are considered part-time. Hours taken in prescribed courses do count toward full-time.

In the summer term, students who want to enroll in more than the following number of hours per session must also get overload permission:

Session I, 4 hours; Session II, 8 hours; Session III, 14 hours; Session IV, 8 hours; combined total for all summer sessions, 18 hours.

Hour Requirements for Graduation

Students must complete 120 cumulative hours with at least a 2.0 GPA in order to graduate. This requirement is NEVER waived.

Students must earn 42 upper division hours (hours in 3000 or 4000 level courses) with at least a 2.0 GPA in those hours. Transfer students must earn 60 senior college hours (hours awarded by a four-year institution), 42 of which must be upper division hours.

Students must earn a minimum of 24 hours in the major area and 15 hours in a minor area. Many majors and minors require more hours than these minimums.

TIP: When helping a student determine his or her cumulative hour totals, be sure not to count any hours the student takes in a course he or she has already passed (i.e., earned a grade of D or higher) and is repeating.

For example, consider a student with 100 cumulative hours currently enrolled in 12 hours, 3 of which are in a course the student has already passed. Assuming the student passes all 12 of the current hours, the cumulative total at the end of the semester would be 109, not 112 hours since 3 of the current hours are from a repeated course.

TIP: When counting upper division hours for transfer students, be sure not to count any hours from lower division courses taken at other institutions that transferred in as equivalent to upper division MTSU courses. No course work from a two-year institution counts toward the upper division requirement.

“Incomplete” Grades

According to the 2011-12 Undergraduate Catalog: “The grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will

otherwise provide sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F should be reported.”

“The ‘incomplete’ must be removed during the succeeding semester, excluding summer. Otherwise, the grade of F is entered. **A student should not make up the ‘incomplete’ by registering and paying again for the same course.** The I grade carries no value until converted to a final grade.”

Intention to Graduate Form

Prior to graduation each College of Liberal Arts student must file a Notice of Intention to Graduate form with the secretary in the Dean’s office. We recommend that the form be filed two or three semesters before the student plans to graduate along with his/her completed and signed upper division form. It is to the student’s advantage to file at that time since it gives the graduation analyst time to re-check the student’s file. If the analyst finds any problems, the student can be contacted before the last semester and can change his or her schedule as needed. A student can wait until the semester of graduation to file this form, but this is not advisable since the date to add a class will have passed by the time the student’s record is re-checked. If any problems are found, it then may be too late to solve them in time for graduation that semester.

Each semester’s schedule book lists the deadline for filing Intention to Graduate forms for that semester. The forms are available at the Records Office, Cope 102, extension 2600 or may be downloaded from the Records Office webpage.

Interdisciplinary Minors

MTSU offers a variety of Interdisciplinary minors. Such minors require a student to complete 15 to 21 semester hours, some have requirements that no more than 6 of which may be taken from any one department. In some cases, a student may take no more than 3 hours toward an interdisciplinary minor in the same department he or she is majoring in, and no course may be counted for both major and minor credit.

Further information on these interdisciplinary minors, including a list of those available, is found in the 2011-12 catalog under “Interdisciplinary Majors and Minors.”

International Education

International Education involves the internationalization of the curriculum using curriculum integration techniques such as:

- study abroad and international experiential or service learning
- incorporation of international content into existing and new courses, especially core courses
- incorporation of international knowledge and/or experience in major and minor programs
- incorporation of incentives for faculty to participate in study abroad

- infrastructure to support faculty exchange and international research

Contact the IE office in Peck Hall room 216, extension 8117. <http://frank.mtsu.edu/~intered/>

International Students

Students in the United States solely for educational reasons are here on student visas, either F-1 or J-1. These students are served by the International Programs and Services Office. Other foreign born students are permanent residents or U.S. citizens. Both categories of students may enroll in special sections of COMM 2200, ENGL 1010, and ENGL 1020 that tailor the content to international students. Section numbers begin with "I." The History Department offers HIST 2010 and 2020 to students here on educational visas only. They must obtain permits for these classes from the departments. The office for International Students is now located with the Office of Intercultural and Diversity Affairs (KUC 124).

Learning Disabled

Disabled Student Services coordinates the taking of exams by students who are learning disabled.

Contact the office at KUC 120, extension 2783, box 7.

Learning Labs

The University Studies Office operates learning labs for students who must take prescribed classes and need special help in writing, reading, or math. The English and Math departments also offer labs to help students in college level courses.

Contact the University Studies office at Peck Hall 202, extension 2568 for more information.

Load

See "Hour Load of Student."

Lower Division Courses

Courses numbered at the 1000 and 2000 levels are considered lower division courses.

See also "Course Numbers."

LSAT (Law School Admissions Test)

The LSAT is a standardized exam required of applicants to virtually all law schools. The half-day test includes sections on reading comprehension, analytical reasoning, and logical reasoning, and a writing sample. LSAT registration booklets are available in the Counseling and Testing Center and in the Department of Political Science.

The Division of Continuing Studies periodically offers prep courses for this exam.

Major Change

See “Change of Major.”

Major, Declaring

There is no deadline for a student to declare a major, but a major must be declared when the upper division form is filed. That form should be filed no later than two semesters before the students plans to graduate.

A student can declare a major by filling out an Undergraduate Change of Program form available through RaiderNet – under the “Registration” link.

See also “Change of Major.”

Miller Analogies Test (MAT)

The MAT is a standardized test used for admission to some graduate schools in a variety of fields, including education, natural sciences, engineering, humanities, and the social sciences. As its name implies, the test consists solely of problems stated as analogies. Further information and application forms are available in Guidance Services (KUC 329).

The office of Professional Development Training and Public Service periodically offers prep courses for this exam.

Minors

B.A. degrees require one minor (chosen either from the list under “Degree Requirements” in the 2011-12 online catalog or an interdisciplinary minor) and a foreign language proficiency by completing the 2020 level of any foreign language course that MTSU offers. Students may take the foreign language placement exam to get credit for foreign language classes at the elementary or intermediate levels.

B.S. degrees require two minors of at least 15 semester hours.

Some majors have restrictions on what minors can be chosen. Specific requirements for minors are found in the department descriptions in the 2011-12 Undergraduate Catalog.

Multi-Cultural Affairs (Office of Intercultural and Diversity Affairs)

The mission of the MTSU Office of Intercultural and Diversity Affairs is to promote cultural awareness, understanding and a sense of belonging for all students at MTSU. Additionally, the Office of Intercultural and Diversity Affairs helps the University in providing comfortable, supportive and relevant environments; while also serving as an information, referral and resource base for the provision of support services. Finally, the office creates opportunities in and out of the classroom that help students further their life goals and heighten and enhance their academic, social, psychological, cultural, moral, physical and personal growth and development. Contact the office at KUC 124, extension 2987, box 88.

“N” Grade

See “English 1010 and 1020.”

Notice of Intention to Graduate Form

See “Intention to Graduate Form.”

Overload

See “Hour Load of Students.”

Part-time Students

Students enrolled in fewer than 12 semester hours are considered part-time students.

See *also* “Hour Load of Students.”

Pass/Fail Courses

Certain courses at MTSU (as noted in the catalog) are graded on a pass/fail basis. The grades of P or F are given in such courses. In the calculation of GPAs, a P grade carries hours earned but no quality points. That is, the student earns hours toward graduation but the GPA is not affected one way or the other.

Students may attempt no more than 15 semester hours in pass/fail courses in any one semester. No more than one-half of the credits presented by students for degree requirements may be obtained through pass/fail courses or other courses in which non-traditional grading is used (including correspondence courses, credit by examination, credit for service-related experience, and flight training).

PipelineMT

PipelineMT is the MTSU online service for students, faculty and employees. Students can register for classes, pay fees online, and access personal data. Email accounts can be accessed as well. Students can also access both regular courses and Desire2Learn/WebCT online courses. PipelineMT is a secure site. Refer students who have problems logging on to PipelineMT to the Help Desk at 898-5345. Other problems with Pipeline MT should be referred to the Scheduling Center in JUB 123, extension 5800.

Previous Degree

If a student has a previous Bachelor’s degree, his/her General Education courses are considered complete with the exception of any general education courses specifically required in the major.

If a student has a previous degree, it is noted in RaiderNet and Banner, but the transcript is not entered course by course. A copy of the transcript must be requested from Records so the major advisor can see which major/minor courses have been completed. Such courses should be noted on the Upper Division form by number so the Graduation Analyst will know which

course(s) to apply toward the requirement and the students knows that these courses have been completed.

A minor is not required of a student with a previous degree unless the major requires a specific minor that is not the same as the previous degree.

Registration

Students register by computer via PipelineMT. Registration for summer and fall courses begins in April; registration for spring classes begins in November. Advisors tend to see more of their advisees before and during registration periods.

Repeating Courses

Students may repeat courses to try to raise their GPAs subject to the following restrictions:

1. No course should be taken more than twice (i.e., repeated more than once) except on the advice of the faculty advisor. If a student does repeat a course more than once, the course grades earned in all repeat attempts are factored into the GPA. If a student repeats a course only once, only the course grade earned in the repeat is factored into the GPA.
2. The last grade earned counts as the grade for the course even if the last grade earned is lower than a grade previously earned. For example, if a student earns an F in a repeated course in which he or she earned a C in the initial attempt, the F counts as the final grade. All repeated courses remain on the student's transcript with appropriate notation.
3. Veterans receiving financial benefits may not receive such benefits for repeated courses they have previously passed.
4. Students may not repeat courses in which they have previously earned an A or B without the written approval of the dean of the college in which they are majoring. The approval process works this way: when a student registers to repeat a course in which he or she has previously earned an A or B, the Records Office sends the student a form letter to take to the dean for signature.
5. ENGL 2020, ENGL 2130, ENGL 2230, ENGL 2330, and HUM 2610 are interchangeable for the purposes of repeating courses.
6. Courses attempted prior to Fall 1981 are subject to a different repeat policy. Contact the Records Office at extension 2600 for information on that policy.

RODP (Regents Online Degree Program)

Students may earn college degrees entirely online. This program offers a Bachelor of Science degree with a major in Liberal Studies or a Bachelor of Science degree with a major in Professional Studies and concentrations in Information Technology and Organizational

Leadership. Students must: earn 120 hours; meet MTSU upper-division, residency, and senior hour requirements; meet MTSU General Studies requirements; and meet MTSU GPA requirements as well as complete the courses outlined in the degree program. For further information regarding this program, please contact the University College 898-5611.

Student Handbook

The MTSU Student Handbook is a useful reference for both students and faculty. In addition to general information about services provided for students, the handbook outlines various university rules and policies that directly affect students.

Study Abroad

MTSU offers numerous opportunities for studying abroad and other types of foreign exchange programs. Information about these programs is available from the Study Abroad Office. Interested students should also check bulletin boards around campus for study abroad opportunities offered directly by faculty members or departments. Contact MT Abroad office at PH 207, extension 5179.

Substitutions

Substitutions in the major

All substitutions in the major must be approved by the college advisor or faculty advisor, the department chair of the major and the dean of the college of the major, and submitted on a substitution form. Subs may also be indicated on the Upper division form without a previous sub form if the chair and the Dean sign the Upper Division form. All substitutions in the minor must be approved by the minor faculty advisor or college advisor, the department chair of the minor, and the dean of the college of the minor.

Substitutions in the general education courses

General education course substitutions have to be examined closely. Any course used to substitute for a general education requirement must meet the learning outcomes for that general education category. This is a much stricter policy than in the past.

The learning outcomes for each general education category are listed in the 2011-12 catalog. The faculty advisor, chair and dean have the responsibility of verifying that learning outcomes are met. The departments that teach the general education courses have no approval role in the substitution process.

Transfer Advisors

Some departments have designated one or more faculty members as transfer advisors. They will help evaluate student credits from other institutions as well as determine requirements necessary for graduation. You may also contact one of the College Advisors at 898-5089 or 494-7785. Please see the transfer advising section for further information.

Transcripts

Students may request official transcripts at the Cope Administration Building, Room 106, between 8:00 a.m. and 4:30 p.m., Monday through Friday. A picture ID is required. Faculty can access unofficial student transcripts using PipelineMT. Once you log into PipelineMT, select the RaiderNet tab, click on Faculty Services, then click on Advisor Menu. Select "Transcript" from the menu. You will need to enter the student's M number, Social Security Number, or full name.

Transient Students

Students currently enrolled at another college or university may attend MTSU for one semester after completing the application process and proving good standing at the other institution.

Undeclared Majors

Students without a declared major are advised by academic advisors from the University College Advising Center, McFarland Building. A student must declare a major by the time the upper division form is filed.

University 1010

University 1010 is a "freshman seminar" designed to help first semester students adjust to college life generally and to MTSU specifically. Topics covered include university resources, academic skills, and personal development. Class size is usually kept small (approximately 20-25) to foster the growth of friendships among the students and to allow professors to get to know each student. The course is a three-hour elective and does count toward the 120 hours needed for graduation.

TIP: This course should especially be recommended to freshmen who are uncertain about their choice of major or who do not have strong academic preparation for college. Undeclared students are required to enroll in UNIV 1010. The "K" section of this course is required for students who must take two prescribed classes.

Upper Division Courses

Courses numbered at the 3000 and 4000 levels are considered upper division courses.

See also "Course Numbers."

Upper Division Forms

The upper division form is a student's degree plan outlining the courses, especially major and minor courses, that the student needs to take in order to graduate. The Records Office asks that students file upper division forms two semesters before they intend to graduate, along with the Intent to Graduate form.

In helping students with these forms, pay particular attention to which catalog the student is using. Departments have upper division forms specially tailored to each catalog edition. Faculty advisors in other departments need to be especially careful to check that students are meeting all requirements for the catalog they are using.

The faculty advisor (major advisor) and all minor advisors must sign the upper division form. Students DO NOT need to get the dean's signature on their forms even if there is a place for it on the form. Be sure that students have obtained the proper signatures—and that they have entered their student identification number—before they take the form to the Dean's Office.

College of Liberal Arts majors should take the completed forms to the Dean's Office in Todd Hall 231. Encourage students to keep copies of the form for their own records.

After the form is submitted to the Dean's Office, a graduation coordinator goes over it and then sends an email to the student (with copies to the faculty advisor) specifying what coursework the student needs to complete to qualify for graduation. If the advisor and student have done their jobs right, there should be no surprises in this letter.

When working with transfer students, the advisor must use his or her professional judgment in evaluating classes. With courses that have been taken elsewhere that are equivalent to MTSU courses, the advisor may enter the course on the upper division form; a substitution form is not necessary. If, however, the courses taken elsewhere are not perfect matches to MTSU courses, the advisor should complete a substitution form. (See "Substitutions.")

If the student changes his or her course plan after filing the form, a substitution form noting the change is required. See "Substitution Forms" above for more information.

Call the Records Office at extension 2600 if you have any questions.

TIP: Student procrastinators have been known to file their upper division forms in the semester they plan to graduate. Try to prevent this from happening with any of your advisees. Even though the Records Office will accept upper division forms at that late date, it is a very risky procedure for the student. Since the response from the graduation analyst will not arrive before the student registers for what he or she hopes will be the last time, the student will most likely be unable to meet any course requirements that were inadvertently skipped.

Veterans

For questions about student veterans, contact the Records Office at extension 2601.

Visiting a Class

Faculty members should use their own discretion when deciding whether or not to let persons who are not enrolled in a class visit that class.

Waivers

In rare cases the college or faculty advisor may request that requirements be waived. These requests are e-mailed to the Associate Dean of Liberal Arts with a copy of the request going to the Graduation Analyst. Questions regarding waivers arise most frequently in regard to general education requirements, total number of hours, upper division hours, and grade point averages.

General Education

A waiver of general education credit is very restricted. It occurs most often in the number of hours required in a particular block. The most common example of this occurs when transfer students transfer 3 hours of a science rather than the 4 hours MTSU requires. Or a course may transfer as 2.67 hours rather than 3 hours. In cases such as these, the advisor should obtain a course description (available through collegesource.org) and evaluate the scope of the course transferred. If the content of the course closely matches the MTSU course and it is not a course needed in the student's major, then the advisor has a valid argument to request the waiver.

Total Hours

The total number of hours required for a degree cannot be waived.

Upper Division Hours/Upper Division Hours in Residency

In rare instances, a low number of upper division hours or upper division hours in residency may be waived as approved by the Associate Dean. In rare occasions, graduating seniors may be short in these areas without having realized it. If a student has excess total hours or is in a major/minor combination that does not require sufficient upper division courses to meet the requirements, a waiver can be considered.

Withdrawals

A student who wants to withdraw from the university after having pre-registered for classes may do so—up to the withdrawal deadline listed in the schedule book—by using PipelineMT to drop all classes. After that date, the student must contact the office of University Withdrawals, McFarland – University College Advising Center, extension 2808. Students who do not withdraw from a class that they do not attend receive an F for that class.

Students may withdraw through the 14th calendar day of a term without any grades being assigned or any courses listed on the transcript. In weeks 3 through 7, students may withdraw with a grade of W. After 7 weeks, courses cannot be dropped without the instructor's permission or students may receive a "personal or medical withdrawal" from all courses under

“extreme extenuating circumstances by providing documentation to the University Withdrawal Office. In such cases, the grade of W will be approved by the instructor in writing to the University Withdrawal Office.

Women’s Center

See Center for Women and Non-Traditional Students

Advising Transfer Students

A large percentage of MTSU students are transfer students, and advising them requires a thorough knowledge of MTSU policies and academic programs. Even then, issues may arise that must be addressed. This section highlights some especially important information and is taken from a more detailed booklet on transfer advising prepared by the Office of Admissions and Records.

Course Equivalents

Admissions staff evaluate the records of students transferring to MTSU and produce an initial transfer credit evaluation for each student. This evaluation shows which courses taken at previous institutions transfer as the equivalent MTSU courses. It can be viewed on the student's MTSU transcript. If the Admissions staff identifies no equivalent MTSU course, the course transfers in as elective credit. However, the transfer credit evaluation is not the final word on what the appropriate equivalent course at MTSU is. Sometimes courses are transferred in as electives when they might be considered equivalent to MTSU courses. This is especially true for courses taken at non-Tennessee board of Regents institutions. Faculty advisors should use their own judgment in working with the transfer evaluation. Sometimes they may need to ask the student to bring in a catalog description or syllabus for a course in question. The advisor and the dean – not the Admissions Office – have the ultimate authority to decide course equivalencies.

Transfer of English 1010 and 1020

In March 1995 the English Department issued new guidelines for English 1010 and 1020:

“Beginning Fall Semester 1995, the grade of D will no longer be awarded to students in English 1010 and English 1020. To receive credit for these writing courses, the student must earn at least a grade of C.”

This policy will also affect students who are enrolled in freshman composition courses at other institutions in academic year 1995-96 (and thereafter) and who later transfer to MTSU. Any such student with a D in the appropriate freshmen composition course(s) will be required to repeat the course(s) at MTSU. This policy will apply both to transfer students with and without associate degrees, at TBR and non-TBR institutions

MTSU will accept transfer credit for English 1010 and 1020 from students with D's in appropriate freshman composition courses taken elsewhere **before** the academic year 1995-96.

Transfer of History Courses

The law related to American History changed in 2009, and the following changes apply to transfer students who do not have American History high school deficiencies:

Previous Bachelor's Degree:

The General Education requirements for a first degree from a U.S. institution will satisfy MTSU's General Education requirements for the second degree.

TBR/UT Transfer:

MTSU will honor the general education categories from each TBR/UT school. (Contact Judy Albakry , ext. 5089 or Lucy Langworthy , ext. 7785 if you need to know these requirements.) Students who transfer to MTSU with the history requirement partially completed, must finish the history block of the general education following MTSU requirements – History 2010, 2020, or 2030.

Private/Out-of-State:

MTSU will honor Western or World Civilization courses from private/out-of-state schools if they fulfill the general education history requirements at the transferring school. For questions regarding these requirements, contact Ann Reaves (areaves@mtsu.edu) with the student's name M#, course, and school. Students who transfer to MTSU with the history requirement partially completed, must finish the history block of the general education following MTSU requirements – History 2010, 2020, or 2030.

Duplication of Courses in History and Humanities/Fine Arts

Since Western and World Civilization may meet both Humanities/Fine Arts and History across the TBR schools, students have the option of deciding in which of the two categories they wish to use these classes. Advisors should check the degree evaluation to see if the classes are listed as the student wishes and contact Kathy Jones at kjones@mtsu.edu if changes need to be made

Transfer Hour Equivalentents

MTSU operates on a semester hour basis; therefore, the credits of students transferring in with quarter hours are converted to semester hours. The formula is as follows:

each quarter hour	=	2/3 of a semester hour
Ex. 3 quarter hours	=	2 semester hours
4 quarter hours	=	2.67 semester hours

Students do not lose credit when they transfer to MTSU. Transfer hours that do not apply to general studies, majors, or minors can be counted as elective hours toward the 120 hours needed to graduate. A few departments do restrict the number of transfer and /or elective hours that can be applied toward their degrees. Advisors should refer to the current catalog for any restrictions.

Transfer Students from UT and Out of State

In the case of the general education classes, MTSU has a commitment to all UT schools to accept classes taken to satisfy their general education into the comparable categories of our general education. For schools outside the TBR/UT system, you should contact one of the college advisors for information on general education classes. Information on classes in the major is accessible through the Transfer Equivalency Service, also available through the college advisors.

Transfer Students from TBR Institutions

Effective Fall Semester 2004, all institutions in the State University and Community College System of Tennessee (the Tennessee Board of Regents System) will share a common lower-division (freshman and sophomore) general education core curriculum of forty-one (41) semester hours for baccalaureate degrees and the Associate of Arts and the Associate of Science degrees. The courses composing the general education curriculum are contained within the following subject categories:

Baccalaureate Degrees* -

Communication 9 hours**

Humanities and/or Fine Arts (including at least 3 hours in literature) 9 hours

Social/Behavioral Sciences 6 hours

History 6 hours

Natural Sciences 8 hours

Mathematics 3 hours

Total 41 hours

**Foreign language courses are an additional requirement for the Bachelor of Arts (B.A.) degree. The B.A. degree requires proficiency in a foreign language equivalent to completion of two years of college-level work.*

***Six hours of English composition (with a grade of C- or higher) and three hours in English oral presentational communication are required.*

Although the courses designated by TBR institutions to fulfill the requirements of the general education subject categories vary, transfer of the courses is assured through the following means:

- If a student has earned an A.A. or A.S. degree using a 2004 Undergraduate Catalog (or later) from a TBR institution, the requirements of the lower-division general education core will be complete and accepted by a TBR university in the transfer process.
- If an A.A. or A.S. is not obtained, any course taken to satisfy the general education at the TBR will be accepted in the comparable general education category at MTSU.
- Institutional/departmental requirements of the grade of C will be honored and enforced.
- Certain majors require specific courses to be taken in general education. Check the departmental catalog section(s) for major requirements that must be fulfilled under lower division general education.

Courses designated to fulfill general education requirements by Middle Tennessee State University are published in the 2011-12 Undergraduate Catalog. A complete listing of the

courses fulfilling general education requirements for all TBR institutions is available from the College Advisors.

University Studies (formerly Academic Enrichment)

The University Studies program serves students who are not fully prepared to take college level courses and must take remedial or “prescribed” courses. The program seeks to prepare students to succeed in college level courses. Class sizes are kept small in prescribed courses to ensure close faculty-student interaction, and students receive regular progress reports. The program also provides labs where students can go for tutoring in reading, writing, and mathematics.

Placement into the University Studies program is based on ACT/SAT sub scores, and the COMPASS test. All freshman applicants who are under 21 years of age with ACT scores of 18 or below in math or reading, or 19 or below in English are tested to determine the appropriate course(s) to take. Students with math or reading SAT scores of 460 or less are tested for placement in the appropriate course(s).

Applicants who will be 21 years old or older at the time of admission must take the entire COMPASS test unless they provide ACT scores not more than three years old. Students with high school English or algebra deficiencies and certain transfer students must also take the test.

The results of the COMPASS test determine which prescribed courses a student must take. The program offers “Prescribed Courses” (numbered at the K level) in writing, reading, study skills, and elementary and intermediate algebra. Students that take MATH 1010K, 1530K, or 1710K will fulfill their Prescribed requirements AND the General Education requirements.

Students placed in these courses are assigned an advisor from the University College Advising Center to work with them until their prescribed requirements are satisfied.

Some students may have DSP courses or developmental studies courses, but they DO NOT count toward the hours needed for graduation. They DO count toward the 12 semester hours needed for full-time student status. MATH 1000K, READ 1000K, UNIV 1010K, & ENGL 1009K do not meet general education requirements but they do count as electives hours towards the hours needed for graduation. ENGL 1010K and MATH 1010K, MATH 1530K, or 1710K will fulfill both prescribed requirements and General Education requirements.

If you have any questions, contact the University Studies office at extension 2568.

Placement in the University Studies program may prohibit a student from taking some college level courses. Each department chair decides which courses in that department have such a requirement.

See “General Education” below for a list of those courses and their prerequisites.

GENERAL EDUCATION

Implementation Fall 2004 <http://www.mtsu.edu/~gened>

Note:

Some degree programs require specific courses in General Education. Please see your faculty or college advisor and the appropriate pages in the catalog.

COMMUNICATION (9 hours)

English Composition (6 hours) and 3 hours in English oral presentational communication

COMM 2200	Fundamentals of Communication
ENGL 1010	Expository Writing
ENGL 1020	Research & Argumentative Writing

HISTORY (6 hours)

HIST 2010	Survey of US History I
HIST 2020	Survey of US History II
HIST 2030	Tennessee History

HUMANITIES and/or FINE ARTS (9 hours)

One course must be in Literature; in order to insure breadth of knowledge, the two other courses selected must have different rubric (course) prefixes. All three courses must have different rubric (course) prefixes.

ANTH 2210	Intro. to World Prehistory
ART 1030	Orientation to Art
ART 1910	Art History Survey I
ART 1920	Art History Survey II
DANC 1000	Dance Appreciation
ENGL 2020	Themes in Lit & Culture
ENGL 2030	Experience of Literature
HIST 1010	Survey of Western Civ. I
HIST 1020	Survey of Western Civ. II
HIST 1110	Survey of World Civilization I
HIST 1120	Survey of World Civilization II
HUM 2610	Foreign Lit. in Translation
MUS 1030	Introduction to Music
PHIL 1030	Introduction to Philosophy
THEA 1030	Theatre Appreciation

MATHEMATICS (3 hours)

A 4 hour course would be 3 hours General Education and 1 hour toward degree requirements.

MATH 1010	Mathematics for General Studies
MATH 1530	Applied Statistics
MATH 1630	College Mathematics for Managerial, Life, and Social Sciences
MATH 1710	College Algebra
MATH 1720	Plane Trigonometry
MATH 1730	Algebra and Trigonometry
MATH 1810	Applied Calculus I
MATH 1910	Calculus I

NATURAL SCIENCES (8 hours)

Two different non-sequential courses must be selected for natural-science credit having different rubric (course) prefixes; at most only the first semester of any two-semester discipline-specific sequence may count for General Education natural-science credit.

ASTR 1030/1031	Exploring the Universe
BIOL 1030/1031	Topics in Biology
BIOL 1110/1111	General Biology
BIOL 2010/2011	Human Anatomy & Physiology I
BIOL 2020/2021	Human Anatomy & Physiology II
CHEM 1010/1011	Introduction to Chemistry
CHEM 1030/1031	Chemistry for the Consumer
CHEM 1110/1111	General Chemistry
GEOL 1030/1031	Intro. to Earth Science
GEOL 1040/1041	Physical Geology
PHYS 1110	Discovering Physics
PHYS 2010/2011	Non-Calc-Based Physics I
PHYS 2110/2111	Calculus-Based Physics I
PSCI 1030/1031	Physical Science
PHYS 1130/1131	Contemporary Issues in Science

SOCIAL/BEHAVIORAL SCIENCES (6 hours)

The two courses selected must be with different rubric (course) prefixes.

AAS 2100	Introduction to African-American Studies
ANTH 2010	Cultural Anthropology
ECON 2410	Principles of Macroeconomics
GEOG 2000	Regional Geography
GS 2010	Introduction to Cross-Cultural Experiences
HLTH 1530	Health and Wellness
JOUR/EMC RIM 1020	American Media and Social Institutions
PS 1010	Foundations of Government
PS 1005	American Government and Politics
PSY 1410	General Psychology
SOC 1010	Introductory Sociology
SOC 2010	Social Problems
WGST 2100	Introduction to Women's Studies

APPENDIX

FERPA (Confidentiality of Student Records)

Student educational records are considered confidential and may not be released without the written consent of the student.

- As a faculty or staff member you have a responsibility to protect educational records in your possession. Do not allow anyone else to use your username and password to log onto Banner or RaiderNet. Also don't leave Banner or RaiderNet reports or screen prints where others may see the information. It is important not to leave your computer unattended when logged onto Banner or RaiderNet and position your computer monitor where those entering your office may not view student information.
- Some information is considered public (sometimes called "Directory Information"). This information can be released without the student's written permission. However, the student may opt to consider this information confidential as well. Directory Information is: name, address (including e-mail), phone, year and place of birth, major field of study, enrolled hours, student level (freshman, sophomore, etc.), participation in officially recognized activities and sports, height and weight of athletes, dates of attendance, degrees and awards received, and most previous educational agency or institution attended.
- You have access to information only for legitimate use in completion of your responsibilities as a university employee. Need to know is the basic principle— not curiosity.

To avoid violations of FERPA rules, DO NOT:

- at any time use the entire Social Security Number of a student in a public posting of grades
- ever link the name of a student with that student's social security number in any public manner
- allow anyone else to use your PIN or to access RaiderNet for Faculty using your logon
- leave graded tests in a stack for students to pick up by sorting through the papers of all students
- circulate a printed class list with student name and social security number or grades as an attendance roster.
- discuss the progress of any student with a third party who does not have a legitimate educational interest (including parents) without the consent of the student
- provide anyone with lists of students enrolled in your classes for any purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

- discuss any student information over the phone unless you are confident you are speaking with the student or another authorized University employee

For more information please review “Academic Policies and Procedures” in the 2011-12 Undergraduate Catalog.

If you are ever in doubt, do not release any information until you contact the Records Office at 615-898-2600 or records@mtsu.edu. The Records Office is responsible for student record information.

Procedures for Foreign Language Credit through Placement Testing/Study Abroad

Non-native English speakers who wish to use their native language to meet the B.A. foreign language requirement

For a student whose competency is in Arabic, Chinese, French, German, Hebrew, Japanese, Latin, Portuguese, Russian, or Spanish

1. He/she should take the placement test in that language, offered through the MTSU Foreign Language Department.
2. If the student shows proficiency through the 2020 level of the language, he/she should submit the test score to his/her advisor. The advisor will e-mail the Dean of the College of Liberal Arts, requesting a waiver of the foreign language requirement. **The student will not receive any credit hours for foreign language.**

For a student who is proficient in a language other than the ones listed above.

1. The student should contact Judy Albakry (898-5089) or Lucy Langworthy (494-7785) for approval of other resources for verifying competency. In most cases the student will be referred to a faculty member who is fluent in the language and who is willing to conduct a competency interview. When there is no faculty member available, the student may contact the Tennessee Foreign Language Institute – 615-741-7579, and, for a fee, set up an interview.
2. The student should meet with the faculty member or institute representative for competency verification. The interview should be at least a 30-minute conversation in the language for which the student is seeking competency.
3. If competency is approved, the faculty member or Tennessee Foreign Language Institute representative should e-mail the Dean of Liberal Arts, confirming that

the student is proficient in the language at a level equivalent to two years of college-level coursework.

4. If approved, the Dean of Liberal Arts contacts the Liberal Arts Graduation Coordinator to enter the waiver in the student's degree evaluation. **The student will not receive any credit hours for foreign language.**

Students who take the foreign language placement test at MTSU

1. If the student places out of a course or courses in the foreign language series, he/she may enroll in the next class in the series.
2. After completing the class with a grade of C- or better, the student must contact the secretary of the Foreign Language Department to report successful completion of the class.
3. The secretary of the Foreign Language Department contacts Admissions to enter credit for the classes that preceded the completed class in the foreign language series.

Students who took a foreign language placement test at another institution

1. If the student placed out of some courses in a foreign language but did not take any foreign language courses at the other institution, he/she should take the placement test at MTSU and follow the procedures listed on the previous page for students who take the placement test at MTSU. This will allow the student to receive credit for the courses from which he/she is exempt.
2. If the student placed out of some courses in a foreign language and began the foreign language sequence at the other institution but has not completed it, he/she will take the next course in the sequence at MTSU. If credit was not awarded at the other institution for the exempt classes, the student will not receive credit hours for them through MTSU. In the case of a major or minor in the language, the student will be deficient these hours. In these cases, the student will need to take an additional class or classes to complete the hours required of their major or minor. If the student wishes to fulfill the language requirement for the B.A. degree, he/she must have credit for the 2010 and 2020 of the language, but does not have to have the credit posted on the transcript for 1010 and 1020.

Students whose high school language requirement was waived because they were fluent in another language

NOTE: These students will have high school deficiencies at MTSU because they do not have the 2 units of a foreign language required of high school graduates. The normal requirement to fulfill this deficiency is 1010 and 1020 of a language. Instead of taking 1010 and 1020, these students may follow the steps below.

1. The student must prove proficiency in the second language by taking the MTSU placement test or by completing an oral interview with an MTSU faculty member fluent in that language, in the cases where no placement test is offered. To waive the 1010 of a language, the student must score 240 on the placement test, and to waive 1020 of a language, the student must score 290.
2. The student must successfully complete English 1010 and 1020.
3. Once English 1020 is successfully completed, the advisor sends a memo to Dean of College of Liberal Arts for approval to waive Foreign Language 1010 and 1020 based on the student's proven proficiency in his/her native language and the second language, English.
4. If approved, the Dean of Liberal Arts contacts Admissions to have the high school deficiency removed from the student's record.

Students who wish to satisfy a foreign language high school deficiency with travel abroad, military experience, or Tennessee Foreign Language Institute etc.

1. The student must prove proficiency in the foreign language by taking the MTSU placement test, by completing an oral interview with an MTSU faculty member fluent in that language, in the cases where no placement test is offered or competing and oral interview through the Tennessee Foreign Language Institute. The score required to waive the 1010 of a language is 240, and the score required to waive 1010 and 1020 is 290 on the MTSU placement test. The TFLI provides a certificate for students who meet the language proficiency requirements through them.
2. Once the student receives the appropriate scores, or certificate, he/she submits them to the faculty advisor who requests approval, via e-mail, from the Dean of the College of Liberal Arts to waive the class(es).
3. If approved, the Dean of Liberal Arts contacts Admissions to have the high school deficiency removed from the student's record.

Students who wish to get foreign language credit through study abroad classes

1. Prior to studying abroad, the student must have his/her advisor approve the classes to be taken in the study abroad program. For the student to use the course(s) to fulfill a language requirement, the course(s) must be taught in the foreign language for which the student is seeking credit.
2. After returning from studying abroad, the student must submit a description or syllabus of the class to the Chair of the Foreign Language Department, in order to receive foreign language credit for the class(es).
3. If the class is approved, the chair will send an e-mail to the Dean of the College of Liberal Arts, requesting approval to allow the student to use the appropriate number of hours toward the Bachelor of Arts language requirement, foreign language major, or minor.

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