This manual is available as a PDF at lsa.umich.edu/facstaff/saa/initiatives
September 2015

Dear Departmental Advisor,

LSA provides students with an extensive range of advising opportunities including general advising, pre-professional advising, peer advising, and departmental major and minor advising. Our students are encouraged to be actively involved in shaping their undergraduate experience by taking advantage of the many academic advising resources provided across the College. Student engagement requires intentional efforts dedicated to creating a sense of academic community within which undergraduates develop mentoring relationships with academic advisors, program staff, peers, faculty, and others across the College. The departmental advisor is an essential piece of the puzzle in this endeavor.

For undergraduate students in LSA, declaring a major or minor initiates their membership in an intellectual community. Within that community, faculty, students, and staff share a common affinity for an academic discipline and interact around myriad opportunities to deepen their connection with that discipline. The departmental academic advisor welcomes undergraduates and guides their transition, growth, and identity within the department and the discipline. In addition to guiding their progress in the departmental or program curriculum, advisors and program staff create opportunities beyond the classroom for students, i.e., they encourage students to become involved in department-sponsored events and programs; they provide exposure to research and professional endeavors and; they facilitate connections between students and department faculty.

Through their interactions with departmental advising, students can expect:
- Accurate and reliable information presented through virtual and face-to-face contact
- Interaction with peers, graduate students, faculty, staff, and alumni
- Presentations on, and involvement in, disciplinary research, scholarship, and professional activity.

To assist departmental advisors, LSA Student Academic Affairs (SAA) provides an extensive and dynamic set of advising tools to help students and advisors plan viable educational goals and to track the respective progress to degree of students in LSA. This Handbook is one of them. It gives practical information that pertains to advising LSA undergraduates in your departmental majors/minors and other program offerings.

The topics that follow include: information about SAA; the nature of departmental advising; procedures for declaring or changing a major/minor; U-M resources; and important forms. While information, procedures, and forms are important, they do not tell the whole story. The most important role of the department/program advisor is to assist students in making informed decisions and help them think through their educational choices. An advisor often becomes the person in the College with whom a student most closely identifies. As such, academic departmental advisors are presented with a unique opportunity to serve and engage our undergraduates in their aspirations.

We in LSA Student Academic Affairs are here to assist you in every way we can.

Sincerely,

Esrold A. Nurse, Ph.D.
Assistant Dean for Undergraduate Education
Executive Director of the Newnan Academic Advising Center
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Introduction: Academic Advising

The aim of academic advising is to enhance the quality of the undergraduate educational experience. In order to help undergraduates take full advantage of their liberal arts and science education, advisors play a strategic role in their intellectual life, assisting not only in the determination of their academic goals but also in the realization of those goals.

The student’s choice of major is, in a sense, a stopping point along that search – the crystallization of interests developed through the exploration of LSA’s academic disciplines. The more department/program advisors can view their discussions about the major in the context of this search, the more productive the advising will be for the LSA undergraduates they counsel. A working knowledge of the LSA general requirements, particularly those that may overlap with requirements for the major, can help a department/program advisor form a more thorough perspective and provide a good sense of when to refer students to a general academic advisor in the Newnan LSA Academic Advising Center.

An ongoing conversation between the department/program advisor and the student offers the student:

- A clear and concise explanation of the educational rationale behind the requirements for the major.
- An opportunity to discuss options for the major – for example, developing an area of emphasis or attaining a broad understanding of the discipline.
- An appreciation of the particular values of the major to the individual student.
- An understanding of graduate school, professional school, and career opportunities.
- Access to faculty and other department staff who can share their perspectives on the opportunities in the field.
- Careful documentation in the student advising file stating remaining requirements, waivers or exceptions to requirements, special issues, and concerns.

LSA Student Academic Affairs is comprised of:

- the Office of the Assistant Dean for Undergraduate Education (which includes Academic Judiciary)
- the Newnan LSA Academic Advising Center
- the LSA Academic Standards Board
- the LSA Academic Auditing Office
- Advising Technology.

While functioning independently, the responsibilities, services, and areas of oversight of each of these sub-units within SAA intersect with the others, and staff in all of the sub-units routinely communicate and interact with one another. Each academic department or program has a liaison within the Newnan LSA Academic Advising Center assigned to it. Your liaison can field any questions you might have about the structure and operations of SAA.
Student Academic Affairs Administrative Staff

For your personal convenience, a listing of desk telephone numbers and e-mail addresses for each Director and Associate Director, and Other Contacts in Student Academic Affairs is provided below. If the Newnan LSA Academic Advising Center main line (764-0332) is busy, please feel free to contact staff members through their desk telephone numbers. Please keep in mind that these numbers are for the benefit of our faculty and staff colleagues and are not to be shared with students. We hope that providing these telephone numbers will increase your ability to contact us when you are seeking assistance.

<table>
<thead>
<tr>
<th>Name (uniqname), Title</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esrold A. Nurse (eanurse), Assistant Dean for Undergraduate Education and Executive Director of the Newnan LSA Academic Advising Center</td>
<td>764-7297</td>
</tr>
<tr>
<td>Ching-Yune C. Sylvester (yunecs), Assistant to the Assistant Dean</td>
<td>764-7297</td>
</tr>
<tr>
<td>Debbie Walls (dwalls), Executive Secretary</td>
<td>764-7297</td>
</tr>
<tr>
<td>Demond Davenport (djcd), Department Administrator</td>
<td>936-3202</td>
</tr>
</tbody>
</table>

Advising Technology

Philip J. Gorman (pjgorman), Director 936-3216

Academic Standards and Academic Opportunities

Cathleen Conway-Perrin (cconway), Director 647-9627

Newnan LSA Academic Advising Center

Timothy M. Dodd (timdodd), Director 647-9289

Tim Webb (webbt), Office Manager/Academic Advisor 936-1608

Academic Auditors

Cindy Bourland (cynthb), Supervisor 763-1042

Testing Accommodation Center

Lisa Clark (ljclark), Coordinator 936-3212

LSA Department Liaisons

The Newnan Center liaisons are tasked with facilitating effective, ongoing communication between the Newnan LSA Academic Advising Center and LSA academic departments. We are particularly interested in developing rapport between general advisors and department advisors. Liaisons are general advisors responsible for expanding their understanding of the curriculum and advising concerns of their respective departments and sharing this information with other advisors. They also serve as a valuable resource for their liaison departments, providing information about general requirements, policies, and procedures that affect both faculty and students. This mutually helpful information exchange, along with the sharing of advisor knowledge and perspective, will help us all enhance the quality of the undergraduate academic experience.

For a list of Departments and their liaison, please go to this Google Doc: https://goo.gl/KPJZeE
Declaring a Major or Minor in LSA

Students are expected to declare a major by the time they have completed 55 credits. To declare a major, students should meet with a department advisor to discuss the requirements and how best to complete them, and any other relevant issues pertaining to the major.

Students pursuing an AB, BS or BS-Chem are given the option of electing one or more minors approved by the College. As with declaring majors, students who want to pursue a minor must meet with a department/program advisor to review the requirements and relevant issues.

Important information relevant to Majors and Minors:

1. Department/Program advisors should inform students of any special requirements that must be met prior to declaring a major or minor (e.g., grade point minimum for pre-requisites). These requirements must be clearly stated on the Academics and Requirements portion of the LSA website.

2. There is no limit to the number of majors or minors a student may declare, but students may only receive one degree (AB, BS, BS-Chem), which must be declared consistently with each major and minor. It is the responsibility of the person entering the most recent declaration to assure that all other plans have the same degree.

3. If the student declares a BS or BS-Chem, the advisor should make sure the student understands s/he must complete 60 BS-eligible credits. If the student chooses not to complete 60 BS-eligible credits at any point, then the student must change her/his degree election to a BA. (Note: This does not happen automatically. If the student does not change the degree, s/he will be denied graduation).

4. Courses from the department of the major and cognate courses for the major may not be used for distribution; prerequisites from other departments, however, as well as courses elected to meet the requirements of a minor may count for distribution.

Exceptions:

- If a student declares a double major, courses from one of the majors may count for distribution.
- Courses crosslisted with another department that are not used toward major requirements may be used toward distribution if exceptions are written. The first exception should be from the major advisor stating that the course is not being used toward any major requirement. The second exception should be from the general advisor directing that course toward distribution.

5. Courses from the department of the major/minor and cognate courses for the major may be used to meet the Race & Ethnicity (R&E), Quantitative Reasoning (QR), and Upper-Level Writing (ULWR) Requirements.

6. The College does not limit the number of courses that can be shared among majors, although specific majors might have limitations. These limitations must be posted on the Academics & Requirements website. Some examples: No shared courses with an IMP major, 3 shared courses with the Cognitive Science major, 3 shared courses between Neuroscience and Psychology.
**Exception:** This does not hold true if one of the majors is an IMP (Individual Major Program).

7. Pass/Fail optional elections may not be used to meet major/minor program requirements, but prerequisites to the major/minor may be elected Pass/Fail unless otherwise noted on the Academics & Requirements website.

Residential College courses graded with narrative evaluation may be used to meet major / minor requirements.

**Note:** mandatory Credit/No Credit or mandatory Pass/Fail courses may be included in the major / minor, at the department’s discretion.

8. Exceptions to the major/minor requirements are made only by the department/program advisor or designated department committee, depending on departmental policy, and must be documented in the exceptions section of the student advising file.

9. A student may count no more than 60 credits from a single department or from the area of the major (which includes all prerequisites in the department of the major, all required courses for the major and cognates, and all electives in the department of the major) towards the 120 credits required for the degree. For the purposes of this regulation, “department” is defined as the organizational unit of the College in which courses are elected (e.g., Romance Languages) and not the divisions within the department (e.g., Spanish, French).

**Exception:** The 60-credit limit on courses in a major may be exceeded if these extra credits are used to meet the Language Requirement or the First-Year Writing Requirement. In any case, no more than 60 credits in one language may be counted towards the 120 required for the degree.

10. Students must achieve at least a 2.0 GPA in the field of the major/minor as well as a 2.0 GPA overall in order to graduate. To calculate the GPA in the major, the advisor will include all courses which are part of the student’s major (including advisor-approved cognates), all courses in the department of the major (including prerequisites within the department), and all grades for a course in the department that students have repeated (you can get a calculated GPA in the major from the Online Audit Checklist; NB: This may not be accurate if courses have been passed but repeated).

**Note:** A department may define “field of the major” differently for the purpose of determining the GPA in the major, for example including the prerequisite courses from outside the department. If counting these prerequisite courses is mandatory, a statement to that effect must be included on the Academics and Requirements website (see Biology and Chemistry as examples). Such a policy must be approved by the LSA Curriculum Committee.

11. All majors and minors are listed on the official transcript once the student graduates and the degree is posted. Majors and minors, however, are not listed on the diploma unless a student receives Honors in a major through the Honors Program.

**Important information relevant to minors only:**

12. A major must be declared prior to declaring a minor.

13. Minors are not an option available to students earning the BGS degree.

14. A maximum of one course may be shared between the requirements of a major, and the requirements of a minor. If a shared course exists, it needs to be identified in the Minor Release. No course may be used to satisfy the requirements of more than one minor.

**Prerequisites toward the major or minor do not count as a shared course.**
15. AP, IB, and A-level credits may not be used to meet the requirements of a minor, but may be used to meet prerequisites to a minor.

16. The minor GPA includes ALL courses used to meet requirements, including pre-requisites and any repetitions.

17. Students may not add, complete, or declare a minor after a degree has been awarded.

18. Students may change a minor into a major after a degree has been awarded.

19. **Non-LSA Units and LSA Minors.** Students in other U-M Schools and Colleges may have the option of pursuing minors offered by LSA. Limitations may apply on which minors may be chosen. Interested students should consult an academic advisor in their home unit before making an appointment to see an LSA program advisor about minors offered in LSA. **LSA’s policies on minors apply to LSA students only.** LSA’s policies are designed to protect the integrity of the LSA degree. To determine what rules apply to students in other units, you will need to contact the home unit of the student.

Minor declarations and releases for non-LSA students can be communicated to the other school by using the *Major/Minor Declaration* and *Major Minor Releases* pages in the Contents section of the Online Student File.

**Changing/Deleting Existing Majors or Minors**

Students may change majors at any time by meeting with an appropriate department / program advisor to add the new major. The advisor or an academic auditor can delete currently elected majors/minors that the student no longer wishes to complete. Failure to delete majors or minors that the student is no longer pursuing may delay the student’s graduation.

**Changes to Major/Minor Releases**

If a major or minor release indicates that specific courses are required and the student changes his or her elections after that, then a new release needs to be submitted. Failure to do so may delay the student’s graduation.

**Honors Plan**

It is possible to elect Honors in most majors. A student need not initially be in the Honors Program to apply for admission to an Honors Plan (see departmental descriptions on the Academics and Requirements website). Once an Honors Plan has been declared, the student becomes part of the Honors Program, and all subsequent paperwork must be submitted to the Honors Program.

**Residential College Students**

Residential College students should follow the same declaration procedures as other LSA majors.

**Undeclared Students**

The College contacts juniors and seniors who are undeclared to urge them to declare a major. Students who have not responded to repeated messages about needing to declare a major risk having their early registration priority withdrawn.

**Declaration of Plan (Major and Minor)**

If you have problems entering any of your declarations, contact the Registrar’s Office (764-6280).

**Joint Degree Programs (Multiple Dependent Degree Programs – MDDP)**

Some students may be enrolled in a special joint degree program (or Rackham early admission program) which requires that students be enrolled in two U-M units simultaneously. There are formal joint degree programs between LSA and the schools of:
• Architecture + Urban Planning
• Art & Design
• Engineering
• Music, Theatre & Dance
• Public Policy

More information about the Joint Degree Programs can be found on the Academics and Requirements website.

*Individualized Joint Degree.* In addition to the formally established programs, students who are interested in an undergraduate degree from LSA and a degree from another school or college on campus may try to arrange an Individualized Joint Degree. A handout available at the LSA Newnan Academic Advising Center (1255 Angell Hall) explains LSA requirements for an Individualized Joint Degree and provides a form for application.

Students in joint degree programs must meet the requirements of both schools, including requirements for the major.

**The Concurrent Undergraduate-Graduate Studies (CUGS) Program**

The Concurrent Undergraduate-Graduate Studies (CUGS) Program enables a few students each year to enroll simultaneously in LSA and the Rackham Graduate School and to apply a maximum of 15 credits toward both an undergraduate degree and a graduate degree. Admission to CUGS is limited and depends heavily on the student having exhausted the undergraduate resources of his or her department so that graduate study is the appropriate and logical next step in the student's program. The admissions process begins with encouragement from the graduate admissions committee of the department in which the student wishes to do graduate work. The student must then receive the recommendation of the chair of the undergraduate department/program, as well as the Assistant Dean for Undergraduate Education and Executive Director of the Newnan LSA Academic Advising Center for regular LSA students, or one of the Directors of the Honors Program for Honors students, or the Director (Director’s representative) in the Residential College for RC students. An admission application is completed and submitted to the Graduate School for approval of both the graduate admission committee and Rackham Associate Dean of Admissions.

**Second Major after Graduation**

An LSA graduate may return to the College as a Non-Degree student to complete a second major which will be added to the original transcript. LSA graduates pursuing this option should meet with a department / program advisor who will submit a *Major/Minor Release* to the Academic Auditors upon completion of the additional major.

**Second Bachelor Degree**

Individuals with a baccalaureate degree whose situation fits the criteria outlined on the Academics and Requirements website can initiate a request to earn a second baccalaureate degree by filing an application for admission with the Office of Undergraduate Admissions, 1220 Student Activities Building.
Online Resources for Advisors

LSA Online Student Advising File

All LSA undergraduates have an online advising file. In addition to using the online file to keep records of your student appointments, you can use it to generate unofficial audit checklists, submit Declarations and Major/Minor Release forms, and search for student data.

Student Advising File Access and Training

1. Request access by having your department advising support staff e-mail the Student Advising File Support Group at lsa.ugfile.support@umich.edu. Faculty and professional staff advisors, including those who are graduate students, can have access to the student advising file. Graduate students, however, do not have direct access to MPathways and its student records. Undergraduate peer advisors do not have access to the online files or MPathways student records.

2. After requesting access via lsa.ugfile.support@umich.edu, you will receive an email containing a link to complete the Access and Compliance Agreement.

   You will be notified via email as soon as your access has been approved.

3. Log in to the Student Advising File at: https://webapps.lsa.umich.edu/UGStuFile/App/Search/SF2_StuSearch.aspx

   Use your UMID and password.

4. Get training. Training is available online at: www.lsa.umich.edu/facstaff/saa/advisingpoliciesandresources/training, from your department advising support staff, or from staff in Student Academic Affairs (e-mail the LSA Student Advising File Support Group at lsa.ugfile.support@umich.edu with training questions).

Advising Notes/Activity Log – The notes you enter in the Contact Notes section of the Contents page of the student advising file should include the following:

- Reason for the appointment.
- The student’s primary concerns and questions.
- Referrals given to the student.
- Actions expected of the student.
- Remaining major or minor requirements.
- Assurances given regarding specific courses meeting requirements.
- Study abroad and/or transfer credit issues, especially the approval of courses to meet requirements.
- Approval of waivers and other exceptions (please also enter these under the Exceptions section of the student advising file).

Exceptions – Enter approvals of waivers, course substitutions, and all other exceptions in the Exceptions section of the Contents page. (See more detailed instructions below.)

Images – Transcripts from other institutions, admissions applications, and other documents submitted by the student are accessible on the Images page. Click on the WebNow link to access these scanned documents.
Transcript Info – This section of the Online Advising File displays an unofficial transcript, including courses, grades, credits, term and cumulative totals, program history, and academic standing history. Click on the Generate button to produce a new transcript, which is based on up-to-the-second information from MPathways. When a transcript is run by an advisor, a copy is automatically stored for later reference. You can view all previously generated transcripts by clicking on the Select/Generate tab within the Transcript Info window.

Major/Minor Declarations – This section, at the bottom of the Contents menu, allows you to communicate within your department or to offices in other Schools and Colleges when you want to declare a student in your plan. The external function (sending the release to the appropriate home school of the student) is automatically set up. If you want to use this tool to communicate declarations internally (within your department only), please contact Anne Rickert (arickert@umich.edu).

Progress Toward Degree – To manually complete a Progress Toward Degree (PTD) worksheet, go to the Prog To Degr Worksheet section of the Contents page and use the pull-down menu to select the major. To email the PTD worksheet to the student, click on the Printable View, and follow the navigation for File/Send/Page by Email. NOTE: If a student fails or does not complete a course that is entered into the PTD, all subsequent PTDs will be inaccurate until this course is removed.

Major/Minor Release Form
The Contents section of the Student Advising File also includes an online Major/Minor Release form. The online Major/Minor Release communicates information about a student’s progress toward completion of the requirements for the major/ minor to the appropriate auditing office (SAA, Honors, RC), and the information in it is required in order to send an official audit, as well as determining if a student is approved or denied graduation. Detailed instructions about when and how to submit a Release Form are listed below.

LSA Degree Audit Checklist
The LSA Degree Audit Checklist provides a quick overview of students’ progress toward completing both the College’s general requirements and their major and minor requirements. The checklist is programmed by the audit team in the Registrar’s Office based upon College and department requirements that have been approved by the Curriculum Committee. Departments are encouraged to use their checklist regularly, and make sure it is programmed correctly. Requests to change the way requirements are programmed in the online audit checklist, including updates to courses, should be submitted to JoAnn Peraino (jperaino@umich.edu) and she will determine if the change needs to be approved by the LSA Curriculum Committee. She also will ensure that the information on the Checklist is in agreement with the information posted on the Academics & Requirements website.

Advisors have access to the checklist through the Audit section of the Student Advising File. The ‘type’ of checklist generated defaults to College and Plan requirements, which can be useful even for department advisors. Regardless of what requirements you view, please remember to refer students to their general advisor for any questions regarding general College requirements.

Students have access to view the audit checklist, and they can access it through the LSA Course Guide website under Quick Links (www.lsa.umich.edu/cg). The audit also is available from the descriptions of all majors on the Academics and Requirements website (www.lsa.umich.edu/students/academicsrequirements).
When a new version of the Audit Checklist is run by any student or advisor, a copy of it is automatically saved for later reference. You can view all of these previously generated versions in the Audit section of the student file, and send any of them to the student by clicking on the “Send to Student” button.

**NOTE:** Students and advisors also have access to a longer version of the online audit through Wolverine Access. This is referred to as “View Advisement Report” to advisors, and “My Academic Requirements” to students. Both the Checklist and the Advisement Report are generated from the same information source. The Advisement Report provides more details in a more complex format. Because the Checklist is much easier to read, and the basic information is the same, we recommend that both students and advisors refer to the Checklist.

A word of caution – neither the Checklist nor the Advisement Report are official audits. The online audits are only intended to be one of the many resources to determine a student’s progress toward degree. The only official audit available to a student is the one that is e-mailed to them from an auditor, which is also posted to the student file.

Audits are not always completely reliable because the programming was written according to very specific requirements that don’t fit every student’s situation. In these cases, an exception needs to be written so that the information displayed on the Checklist will be more accurate (see more on this in the **Exceptions** section below).

We cannot emphasize enough the department’s role in making sure the Checklist information is accurate for each student:

- First, ensure that requirements for your major or minor are displayed correctly and that the course lists that meet these requirements are up-to-date (submit changes to JoAnn Peraino). these requirements must reflect what is listed on the Academics and Requirements website.
- Second, ensure that any individual exceptions to this programming (including approval of cognates) is recorded in the Exceptions section of the student file. The auditors will process these exceptions within a week so that the information displays accurately on the Checklist.

**Exceptions**

The Registrar Office audit team ([ro.audit.staff@umich.edu](mailto:ro.audit.staff@umich.edu)) programs the Degree Audit Checklist based on Curriculum Committee approved general requirements and requirements for the major, but to make the online checklist accurate for individual students, exceptions often need to be written. Examples of exceptions include waiving a requirement, directing courses to a cognate requirement, directing a departmental transfer course to a requirement, substituting a course that is not on the course list for one that is. Due to the large number of exceptions written every year, auditors are not able to view transcripts or any other part of the student file when processing each exception. Instead, they depend entirely on what you communicate to them in the Exception section of the Student File.

Every time you grant an exception, you need to communicate that information to the academic auditors by following these steps:

- From the Contents tab, click on Exceptions on the left side menu, and select **Major/Minor Rqrmnts** (even if you are entering an exception for a minor).
- Click on **Add**.
- If your major has already been declared, a button will be there for you to select it. Clicking on that button will auto-fill most of the fields.
• Enter the **Requirement Description** as the requirement is referred to on the Degree Audit Checklist, and be as specific as possible. For example, if you are writing an exception for a “Lab”, but the online checklist has both a Methods-based lab requirement as well as a Research-based lab requirement, then let us know for which requirement you are writing the exception. Other common examples of Requirement Descriptions are **Cognates** and **Approved Electives**.

• Under **“The following exception to the above requirement has been approved”** type in what exception you are making for this requirement. Again, please be as specific as possible by including the course subject and number, the term the course was taken, and if it was a transfer course (in which case you should also include from what institution). If using a U-M study abroad course, it is very important to include the title of the course, section number and/or term. If it is a study abroad course from another institution, it is considered a regular transfer course and should be noted as such.

You would also enter here a brief explanation of any requirements you are waiving or why a course should be excluded from a requirement. For example, you may choose to allow a student to graduate with 29 core credits instead of the minimum 30 required credits that are programmed on your checklist, or to exclude a cross-listed course from the GPA in the major because it is not being counted toward any requirement for the major and the student wants to use it in its cross-listed toward distribution).

• Click on **Save**. Clicking on Save will direct the exception to the appropriate auditing office (Honors, RC, or LSA) and a staff member there will enter the information into Wolverine Access so that it appears correctly in the Degree Audit Checklist, usually within a week.

If the exception you’ve written does not clearly correlate with a requirement that is listed on the Degree Audit Checklist, the auditor will not know how to process the exception. If you have any questions about how to enter exceptions so that the auditors can easily process them, please contact the appropriate auditing office directly and ask for assistance.

**NOTE:** Writing exceptions and entering releases are two separate processes that do not cross-communicate. Some information, such as which courses are being used as cognates, needs to be entered in BOTH parts of a student’s advising file. Write an exception any time you approve a cognate or individual variation to a requirement for the major, and also make sure to include this same information every time you submit an online Release Form.

**M-Pathways Advising Report (Unofficial Transcript)**

The M-Pathways Advising Report remains a primary tool for advisors to help students assess their progress toward meeting degree requirements. This document includes an unofficial transcript, plus placement and other test score information.

For access, have your department manager request access to TS ADVISING REPORT USER via the MAIS OARS.

To access the Advising Report, follow the links on Wolverine Access to Faculty Business; View My Advisees; click on the Student Center tab; and then select Transcript: Advising Report from the pull-down menu.

It remains the College’s policy not to give direct online access to the Advising Report to GSIs or peer advisors, because this would also give them direct access to all fellow students’ records.
M-Pathways Degree Progress Report

In addition to the shorter LSA Degree Audit Checklist, the longer M-Pathways Online Audit Report (otherwise known as the Degree Progress Report) is available to advisors via Faculty Business. Because students also have direct access to run the Degree Progress Report for themselves, students may come to you with this document when they have questions about their academic progress. Here are some basic features to know and practices to follow:

- The source of the degree audit information is the same for both the shorter LSA Degree Audit Checklist and the longer M-Pathways Audit — the M-Pathways student record and degree audit system. The Audit Checklist provides a quick and comprehensive summary of the student’s academic progress; the longer Audit Report provides greater detail (e.g., course lists and explanatory text for each requirement).

- Because the Degree Audit Checklist relies on the same information and is easier to read and interpret, we recommend using the Checklist whenever possible.

- The M-Pathways Degree Audit report will offer a new feature in late Summer 2015: a what-if scenario for students who are contemplating adding or switching into a new program.

- Both the LSA Degree Audit Checklist and M-Pathways Degree Progress Report are only as accurate as the information entered. Thus, this is the reason for the timely recording of the exceptions that you have approved into the Exceptions section of the Online File.

Other Features on Faculty Business

When you sign in to Faculty Business to access a student’s unofficial transcript or degree progress report, you will notice some additional options in the pull-down menu.

- You will probably find the most useful and convenient of these to be the direct link to the Student Advising File. Clicking on the double-arrow button will open up a new window that takes you directly to that particular student’s file.

- Additionally, you can find:
  - student’s current class schedule
  - registration appointment time
  - contact information

Advisor Handbook

The online Advisor Handbook is a resource for information on a variety of topics. It is part of the LSA SAA Intranet site, and is maintained by Student Academic Affairs for advisors throughout the College.

The major sections are:

- Home
- Degree and Graduation
- Placement and Credit
- Units and Pre-Professional
- Student Populations
- Support Opportunities
- Events & Schedules
• Resources
• a section specifically developed for department/program advisors (called “Major Advising”).

We suggest you add the following link to your web browser bookmarks:


All advisors and support staff can request access to the Advisor Handbook by emailing lса.угфиле.супрорт@умич.edu.

If you have suggestions for additions to the Advising Handbook, please let us know.
The Official Degree Audit and the *Major/Minor Release*

**Process Overview**
In order to be considered for graduation, every student must have an official degree audit. This audit informs students which degree requirements they have fulfilled, and those which still need to be completed. Students should have their official audit completed *prior* to registering for their last semester of classes in order to ensure they are registering for the appropriate classes.

The audit process is automatically initiated once the following two steps are completed:

1. The student applies for graduation through Wolverine Access.
   When applying to graduate, students should choose the term in which their requirements will be complete. To change a graduation date, the student needs to send an email to the appropriate auditing office and request the change.
2. The student has a release submitted for all declared majors and minors.

Generally, audits are completed and emailed to students’ umich.edu email account within two weeks after the student has completed the above steps.

The commencement ceremony, though important to students and their families, has nothing to do with graduation. Degrees are usually conferred long after the commencement exercise has taken place. The auditors will do a final audit on every student who has applied for graduation after all grades have been posted to the student’s transcript. The auditors will approve graduation for students who have successfully completed all requirements for their degree. They will deny graduation for students if any requirements remain incomplete, including inability to fully evaluate the requirements because a *Major or Minor release* was never submitted for the student.

**Major/Minor Release**
Students should initiate a ‘release’ appointment with their departmental advisor after they have accrued 90 overall credits. This appointment should focus on their remaining major or minor requirements and how they are going to fulfill them. The department advisor then enters this information in the online *Release Form* that is available in the student advising file.

The auditors are automatically informed every time you “save” a release and a version of the release is automatically emailed to the student. You also can refer back to saved releases to verify that they have been “received” by the auditors (but remember, the audit will not be initiated until the student has applied to graduate and a release has been received for every one of the student’s declared majors and minors).
Any time there is an update, a new release needs to be submitted with complete information. Each submission will initiate a process that ends in an official degree audit being emailed to the student. This process can take up to two weeks, longer during peak periods. When the auditors are doing the official degree audit, they will only refer to the most recent release received from the department.

The online release is fairly intuitive, but below are some tips that you may find helpful.

- While in the Contents module of the student advising file, click on the “Major/Minor releases” tab on the vertical menu on the left
- You can add a new Major/Minor Release and view (“printable view”) existing ones for a student.
- To submit a Release Form:
  - The “Adv Office” and “Advisor” will automatically default to you, the current user. If you are entering the release on behalf of someone else, you may change the selection.
  - Non-LSA program information is displayed so that you can easily identify dual degree students and students pursuing teaching certificates.
  - Select the correct major or minor by clicking the radio button in front of the list of active plans. If you don’t see the plan you need in the radio button list, then the student is not officially declared. Even if the student is not yet declared, you can submit a release by clicking on “Other Plan” and filling in the appropriate description and code for your major/minor plan.
  - Regarding the question “Is This A Release for an Honors Plan?”
    - If you are submitting a release for a major that does not have an Honors sub-plan, select “No”
    - If you are submitting a release for a major in which an Honors sub-plan has already been declared, then the response will default to “Yes” and can’t be changed. (If the student no longer wants this subplan designation, s/he needs to contact the Honors Program directly.)
    - If the student is supposed to have an Honors subplan for your major, and this does not automatically default to “Yes”, then you will need to find out why the Honors Plan does not have an active HONORS subplan in MPathways.
  - Regarding the selection for “Direct Release To The Following Auditing Office”
    - SAA, RC or HONORS is selected automatically for department users. The auditors will be able to re-route releases, if appropriate.
  - Complete each section of the release as appropriate. NOTE – even if a student has satisfied all major / minor requirements without in-progress courses or additional credit, there are still sections further down that should be completed – such as “Previously Completed Course from Other Departments…” or, in the case of minors, “Course Used To Meet Requirements of Both Major and Minor.”
  - Once the release has been completed, click on “Save”. At this point, the release will automatically be submitted to the appropriate auditors’ office and be sent to the student. If you click on “Cancel” the release box will close without being saved or submitted.
  - Once you’ve saved a new Release Form, you will not be able to edit it. You must create a new Release Form to change any information (such as required classes). Any time an update is submitted it will prompt the auditors to do another official degree audit for the student, and the auditors will only view the most recent release from each department and minor when doing their audit.
- A list of all submitted releases will be displayed in the Student Advising File. A red note is displayed at the bottom of each release indicating its status in the auditing office. Only Auditors Office users can edit or delete releases, but all users can open the Printable View.
Student Reminders/Timing
Approximately four weeks into Fall and Winter terms, SAA identifies all mainstream LSA students who have completed at least 90 credits but have not yet applied for graduation. A mass email is then sent to these (several hundred) students reminding them that they must apply for graduation via Wolverine Access and have releases submitted for each major and minor they have declared in order to initiate their official degree audit.

When a student applies but has not yet submitted a Release Form, the LSA auditors will send the student an individual reminder that an audit cannot be completed until the auditors receive a release for each major and minor the student has declared.

If a student is no longer planning on pursuing a major or minor, it needs to be dropped from his/her record (by the department or auditing office) in order for the student to receive an official audit.

It is strongly recommended that students get their releases a couple months prior to registering for their last academic term. This is the only way the auditors can ensure that students will be informed of all remaining requirements prior to registering for their final semester.

Releases for non-LSA students are submitted in the same way, and these will be routed automatically to the appropriate unit.

Contacts

<table>
<thead>
<tr>
<th>LSA Academic Auditors</th>
<th>Honors Program</th>
<th>Residential College</th>
</tr>
</thead>
<tbody>
<tr>
<td>(734) 763-3101</td>
<td>(734) 764-6274</td>
<td>(734) 763-0032</td>
</tr>
<tr>
<td>G255-B Angell Hall</td>
<td>1330 Mason Hall</td>
<td>134 Tyler, East Quad</td>
</tr>
<tr>
<td><a href="mailto:lsa.auditors@umich.edu">lsa.auditors@umich.edu</a></td>
<td><a href="mailto:lsa-hnrs-gradwork@umich.edu">lsa-hnrs-gradwork@umich.edu</a></td>
<td><a href="mailto:clmurph@umich.edu">clmurph@umich.edu</a></td>
</tr>
<tr>
<td>Main contact:</td>
<td>Main contact:</td>
<td>Main contact:</td>
</tr>
<tr>
<td>Cindy Bourland</td>
<td>Jacqueline Turkovich</td>
<td>Charlie Murphy</td>
</tr>
<tr>
<td><a href="mailto:cynthb@umich.edu">cynthb@umich.edu</a></td>
<td><a href="mailto:jacqzac@umich.edu">jacqzac@umich.edu</a></td>
<td><a href="mailto:clmurph@umich.edu">clmurph@umich.edu</a></td>
</tr>
<tr>
<td>(743) 763-3101</td>
<td>(734) 647-7396</td>
<td>(734) 764-4364</td>
</tr>
</tbody>
</table>

Useful websites
www.lsa.umich.edu/advising/graduation
commencement.umich.edu
Transfer Students

Transfer students arrive with coursework from another institution, a limited amount of time in which to finish the degree, and a certain level of confusion about what transfer credit may apply towards the LSA degree and what courses they still need. General advisors cover all general requirement issues during their first appointment, while the department/program advisor first appointment should:

- Explain the requirements for the major.
- Address the student’s questions/concerns/issues about the major.
- Determine what transfer credit (including “departmental” credit) can apply towards the major, and note departmental credit or other “exceptions” in that section of the student advising file.
  
  **NOTE:** Department/Program advisors should indicate in the file which requirements for the major (including cognates) have been met by specific transfer courses.
- Assess what courses are still needed to complete the major.
- Waive certain requirements for the major or require additional course work depending on the background and experience of the individual student. Note in the Exceptions section of the student advising file if you waive a requirement for the major.
  
  **[An exception must be entered.]**
- Note how many out-of-residence credits a transfer student brings in. If a student wishes to complete some remaining courses for the major out of residence, confirm if this is possible according to your department/program policy, and if so, what criteria those courses must meet to be included in the requirements for the major (see Limitations on Transfer Credit, below).
- Remind students that they may not elect courses for which they already have advanced placement or transfer credit without losing that credit.

**Student who register for a course which is a repetition or out of sequence** will receive an error message noting the problem and referring the student to LSA staff for further information. Also, the election on the student’s record is marked REP or NFC “Not for Credit”).

* certain departments (Chemistry, Mathematics, language departments) have courses in a sequence. Students cannot receive credit for taking a prior course in the sequence

Remind students that if they elect LSA courses that are prerequisites for credits already awarded, the transfer credits will be deducted, and the credits and honor points earned by the LSA elections will stand. Example: if a student has received credit for MATH 115 from another school and then chooses to elect MATH 105 at the U-M, the MATH 115 transfer credit will be deducted and the student will receive credits and honor points for satisfactory completion of MATH 105.

**NOTE:** sometimes it may be advisable for the student to forfeit transfer credit rather than elect too advanced a course in order to avoid loss of credit. When students elect course work in LSA which duplicates credit already earned, the Registrar’s Office deducts the transfer credit.

**Exception:** If the student elected a course while in another U-M unit (e.g., Engineering) on the Ann Arbor campus and the student retakes the course while in LSA, the second election is posted as “Repetition” or “Not for Credit,” whichever is appropriate.
Limitations on Transfer Credit

Students transferring into LSA from another institution may transfer only a total of 60 of the required 120 credits from all of the non-residence sources below:

- Advanced Placement
- Credit by examination
- Credit from other institutions, including UM–Dearborn and UM–Flint
- Retroactive credits

If a student has more than 60 non-UM–Ann Arbor credits, all of the transferable credits can be used to meet LSA requirements, but the credit hour total on the student’s LSA transcript will appear as 60.

Exceptions:

Students who transfer from a community college with an Associate’s Degree requiring 62 credits will receive transfer credit for all 62 credits, and therefore will need 58 credits at UM–Ann Arbor.

The policy for transfer of credits from two-year institutions changed in spring 2014.

- Prior to spring term 2014, students who had completed 60 credits toward an LSA degree could not earn degree credit for courses elected at a two-year institution. The Academic Standards Board will not entertain petitions from students asking for a waiver of this policy. Courses elected at a two-year college after the 60 credit limit was reached will be posted without credit, and may meet degree requirements (e.g., distribution, quantitative reasoning, prerequisites) by exception only.
- Courses completed during or after Spring term 2014 are eligible for transfer for all students, regardless of the number of credit hours they have earned.

Students who transfer from other UM–Ann Arbor units (cross-campus transfers) may receive credit for a maximum of 90 transfer credits from a previous School or College on the Ann Arbor campus. No more than 60 of these 90 credits may have been completed at other institutions. LSA residency requires that a student earn 30 credits in the College of Literature, Science, and the Arts.

Transfer Credit: GPA/Honor Point Information

- The GPA does transfer to LSA when students enter LSA from another unit of the UM–Ann Arbor campus (e.g., College of Engineering, School of Music).
- The GPA does transfer to LSA from the UM–Flint or UM–Dearborn campus. Credit is granted for courses passed with a D- or better (this credit, though, is considered out-of-residence), and honor points are posted.
- The GPA does not transfer from non-UM schools. Transferable credit earned at another institution is posted (without honor points) if the student’s grade for the course work is C or better.

Transferable courses elected Pass/Fail at another institution are posted with a “P” in the grade column, and count towards the 30 non-graded credits permitted in LSA.

Transfer Credit: Variations in Credit Posting

Transfer credit is posted on the Academic Report in one of three ways:

- Equivalent Credit. Courses at other colleges and universities that have descriptions that closely match the descriptions of courses taught on our campus usually will transfer as “equivalent credit.”
Courses completed at other colleges and/or universities will appear on the University of Michigan transcript with a U-M course number assigned (e.g., CHEM 130; ENGLISH 125).

- **Departmental Credit.** Courses taken at colleges and/or universities whose descriptions do not match specific courses in the same departments on our campus may transfer as “departmental credit.” Note that departmental credit, while transferable and usually applicable as elective credit, may only be used toward meeting distribution and/or requirements for the major with the permission of an appropriate (academic or department) advisor. *(If you approve a transfer course toward a requirement, remember that an exception must be entered in the Student Advising File in order for the course to appear in the Degree Audit Checklist.)* The course is assigned a four-digit departmental number (e.g., CHEM 101X; ENGLISH 202X). The first digit indicates the course level – 100, 200, 300, 400, etc. The third digit represents how many courses transferred in as departmental credit. The “X” denotes that departmental credit has been granted.

*Example: Transfer Credit posted on a transcript might list ECON 101, EARTH 301X, EARTH 302X, and SOC 401X. This translates to ECON 101, an Earth and Environmental Sciences course at the 300-level, a second 300-level Earth and Environmental Sciences course, and one 400-level Sociology course. Departmental credit counts toward graduation and may be used to satisfy College requirements such as distribution (with general advisor approval) or course requirements for the major (with department / program advisor approval) as long as an exception has been entered by the appropriate advisor.*

- **Interdepartmental Credit.** Courses that cover a broad range of topics within a general area of study are considered “interdepartmental credits” (e.g., INTERHUM 101X). These are courses that, because of the scope of their subject material, cannot be assigned to any individual academic department. Interdepartmental credit is applicable as elective credit or distribution credit. If the student chooses to use this credit toward the major, then an exception must be written in the online file by the department advisor.

*Note: A course accepted for transfer credit is marked with a “T” under grade. A course that is posted with no credit and an “N” means that Admissions has not yet received a transcript showing that a course has been completed successfully. Once Admissions receives the transcript, if the grade is C or higher, the credit will be posted with a “T”.*

**Problems**

Questions about credit evaluation policies should be referred to the Associate to the Academic Standards Board, Carolyn McCullum (cmpurple@umich.edu), 1255 Angell Hall, 764-0332.

Students should be referred to the Credit Evaluations Office of the Undergraduate Admissions Office, 763-1060, if they believe an error has been made.

**Out-of-Residence Course Equivalencies (Transfer Credit Evaluation tables)**

The transfer credit equivalency charts used by the Office of Admissions are listed on the Admissions website at: [www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx](http://www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx)

If students cannot find a particular school or certain courses at this website, they will need to request a pre-evaluation from the Office of Undergraduate Admissions. The online form can be found at: [https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx](https://www.ugadmiss.umich.edu/TCE/Student/CT_TCEForm.aspx).
Academic Standards

The Office of Academic Standards and Academic Opportunities (ASAO) develops and manages processes aimed at improving the academic performance of students. The office assists those with special advising needs, including students who: have disabilities; are returning after long absences; are pursuing joint degree programs; want to transfer into LSA from another U-M School or College but don’t meet the GPA requirement; are student veterans or members of other special groups.

In addition to working with these student populations, ASAO staff and advisors coordinate two special academic programs: the Individualized Major Program and the Bachelor in General Studies degree program.

The ASAO office is charged with interpreting and upholding the academic policies established by the faculty of the College. While students are responsible for familiarizing themselves with College and departmental requirements, Academic Standards advisors are available to help students interpret academic policies as they apply to them individually. Academic Standards advisors also assist faculty and staff on matters of College policy and interpret College rules for parents and other interested parties outside the College.

The Academic Standards Board reviews petitions from LSA students for exceptions to the College’s rules and regulations and may grant them if the student’s situation meets specific criteria. Students who are members of the Honors Program petition the Honors Academic Board; Residential College students petition the RC Board on Academic Standing.

The Academic Standards Board manages the academic grade review process each term, including judgments of probation, suspension, dismissal, and reinstatement. At the end of each term, the Board reviews records of students who show evidence of academic difficulty and determines the academic status of those students based on the policies described on the Academics and Requirements website.

Role of department advisors in Standards Board issues

The Board reviews notes in the student advising file before making academic disciplinary decisions. Since students’ progress in their major can strongly influence the Board’s decisions, the Board much appreciates department advisors’ file notes about course completion and GPA in the major. During your student appointments, please calculate the GPA in the major of students who appear to be struggling and note your calculations in the file. Board members can use GPAs in the major as an advising tool to help students realize and accept their strengths and interests.

If you are working with any such students and have questions or concerns, please contact the Academic Standards Board with your questions. You may contact the Board by calling the Academic Advising Center office, 764-0332.

Academic Standing (see also “Grade Review” on the Academics and Requirements website)

Students who fail to achieve a term and/or overall GPA of 2.0 will receive an academic action on their records. The degree to which students fall below 2.0 plus the number of terms they are below 2.0 will determine the type of action they receive; the actions range from probation to permanent dismissal from the College.

After the end of each term, the LSA Academic Standards Board reviews student transcripts to determine appropriate actions. The potential actions are listed below. The numbers are general guidelines; the actions may vary depending on the individual student’s situation.
• **Probation:** this action requires students to meet with a general advisor at the beginning of the term and to earn a term GPA above 2.0 with no incomplete grades.

• **Action pending:** this notation indicates that the student has finished the term with incomplete grades which may lapse to “E’s” if the student fails to complete the work before the incomplete deadline (the end of the 4th week of the next Fall or Winter term) thereby causing the term GPA to fall below 2.0. When the student has completed the coursework from the previous term, the Board will determine her/his academic status.

• **Special probation:** the Board places on special probation those students who had not already been on probation whose term GPA ≤ 1.05, and those already on probation from the previous term whose current term GPA is below 2.0, or whose term GPA is > 2.0 but overall is < 2.0. These students must meet with a Board member throughout the term to monitor their progress, to assist them in making decisions about their registration, and to sign a contract verifying their current class schedule and the consequences of earning below 2.0 the current term. If these students are not able to earn above 2.0 with no incompletes, the Board will suspend them from their next Fall or Winter registration and require them to petition for readmission.

• **Special action pending:** the Board assigns this status to students whose amount of incomplete work from the term may end up placing them on special probation or suspension if the incompletes lapse to “E’s”. Like special probation students, these students must meet with a Board member throughout the term and sign a contract verifying: their current class schedule; their incomplete courses from the previous term; and the consequences of not completing the courses and earning below 2.0 the current term. Once the student has completed the coursework from the previous term, the Board will determine the student’s academic status.

• **Suspension:** the Board suspends students whose transcripts indicate serious academic difficulty and/or a lack of progress toward degree completion. Students who have not been on probation the previous term will find themselves suspended if their term GPA is ≤ 0.65; students who have been on an academic disciplinary action the previous term are in danger of suspension if their term GPA is < 2.0. The Board reviews a student’s whole academic history before deciding upon any disciplinary action, but especially when suspension is possible; the Board makes each decision on a case-by-case basis. Suspended students must take off at least one Fall or Winter term, and then must petition the Board for readmission. Taking courses elsewhere and earning B grades or better will help demonstrate to the Board that the student is ready to return to the College. Along with grades, the Board looks for insight into the cause of the student’s academic difficulty, how the student is addressing these obstacles, and an academic plan for completing the degree. The student must meet with a Board member at least 8 weeks prior to the target term, and then submit the petition at least 6 weeks prior to the start of the term. If the Board does readmit the student, the student’s academic status will be “Special Probation”.

• **Dismissal:** the Board permanently dismisses students from the College when they have accumulated an Honor Point Deficit ≥ 30. It is unlikely that a student with a large Honor Point Deficit will be able raise his/her overall GPA up to the 2.0 required for graduation.

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**What is an Honor Point Deficit?**
An HPD reflects distance away from a 2.0 GPA.

**How do you calculate an HPD?**
HPD = (MSH x 2) – MHP. If a student’s overall GPA = 2.0, then his/her MHP total would equal MSH x 2.

**How do I interpret an HPD of 12.3?**
A student with an HPD of 12.3 would need to complete 13 credits of “B’s” at U-M in order to raise his/her overall GPA above 2.0.

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The Board encourages dismissed students to complete their degree at another institution where they can begin with a new GPA.
Dean’s Files

Dean’s Files exist to store sensitive student information. The Office of the Assistant Dean of Student Academic Affairs (1213 Angell Hall) establishes and manages these paper files. The office restricts access to these files and shreds them after the student has graduated. If you want to document some sensitive information a student has disclosed to you, please contact the Assistant Dean’s office (764-7297) for specific instructions.

What types of information goes into a Dean’s File?

- Mental health concerns or documents
- Police reports
- Some medical records
- Substance abuse history
- Narratives of domestic/sexual abuse
- Accounts of violence
- Discussion of sexual orientation
- Anything you think the student may not want other users of the online file to see
Campus Resources: A Quick Reference Guide

Student Academic Affairs

LSA Advising
1255 Angell Hall, 764-0332
www.lsa.umich.edu/advising (general advising resources)
advisemeweeekly.lsa.umich.edu (helpful and timely info + tips for LSA undergraduates)
https://sharepoint.umich.edu/lsa/saa/handbook/ (Advisor Handbook)

Office of the Assistant Dean
1213 Angell Hall, 764-7297
www.lsa.umich.edu/facstaff/saa
(information about: Undergraduate Student Progress Report, Handbook for Faculty and Instructional Staff, Academic Judiciary Manual of Procedures, Complaints of Improper Academic Behavior, Grade Grievance Procedures)

Testing Accommodation Center (TAC)
B129 Modern Languages Building (MLB), 763-1344
www.lsa.umich.edu/advising/academicsupport/tac (for students)
www.lsa.umich.edu/facstaff/saa/tac (for faculty)

Peer Academic Advisors (PAAO)
1255 Angell Hall, 764-0332

Academic Auditors
G255-B Angell Hall, 763-3101
www.lsa.umich.edu/advising/graduation

LSA Majors and Minors
www.lsa.umich.edu/students/academicsrequirements/majorsminors

LSA Course Guide
www.lsa.umich.edu/cg

LSA Academics and Requirements website
www.lsa.umich.edu/students/academicsrequirements

Academic Calendars
www.lsa.umich.edu/facstaff/saa/academiccalendars

Comprehensive Studies Program
1139 Angell Hall
764-9128
www.lsa.umich.edu/csp

LSA Honors Program
1330 Mason Hall
764-6274
www.lsa.umich.edu/honors

Residential College
133 Tyler, East Quad
763-0176
www.lsa.umich.edu/rc
Admissions
Office of Undergraduate Admissions
1220 Student Activities Building, 764-7433
www.admissions.umich.edu

Transfer Credit Equivalency website
www.ugadmiss.umich.edu/TCE/Public/CT_TCESearch.aspx

Credit Evaluators
763-1060 (voicemail)

Conflict Resolution
Office of Student Conflict Resolution (OSCR)
100 Student Activities Building, 936-6308
This unit administers the Statement of Student Rights and Responsibilities (non-academic)
oscr.umich.edu

Ombuds Office
6015 Fleming Administration Building, 763-3545
Find information, resolve conflicts, solve problems
ombuds.umich.edu

Educational Resources for Students
Language Resource Center (LRC)
1500 North Quad, 647-0759
www.lsa.umich.edu/lrc

Math Lab
B860 East Hall, 936-0160
www.lsa.umich.edu/math/undergrad/coursesforfreshmen/infinresources/mathlab

Science Learning Center (SLC)
1720 Chemistry Building, 764-9326
www.lsa.umich.edu/slc

Services for Students with Disabilities
G-664 Haven Hall, 763-3000
ssd.umich.edu

Sweetland Center for Writing
1310 North Quad, 764-0429
www.lsa.umich.edu/sweetland

Tutoring
Learning Centers and Tutoring:
www.lsa.umich.edu/students/yourstudentexperience/learningcenterstutoring
Course Specific Strategies:
www.lsa.umich.edu/advising/academicsupport/strategiesforsuccess/coursespecificstrategies

Financial Aid

Office of Financial Aid
2011 Student Activities Building, 763-6600
www.finaid.umich.edu

LSA Scholarship Information
www.lsa.umich.edu/students/scholarships

International Students (visa issues, etc.)

International Center
1500 Student Activities Building, 764-9310
www.internationalcenter.umich.edu

Internship/Career Resources

General Information about Internships
www.lsa.umich.edu/students/internships

Alumni Association
200 Fletcher, 764-0384
alumni.umich.edu (click on “Careers” for particularly helpful information)

The Career Center
3200 Student Activities Building, 764-7460
www.careercenter.umich.edu

Helpful Pre-Professional Information
www.lsa.umich.edu/advising/academicplanning/prehealth
www.lsa.umich.edu/advising/academicplanning/prelaw
www.lsa.umich.edu/advising/academicplanning/prebusiness

Psychological/Physical Health

Counseling and Psychological Services (CAPS)
3100 Michigan Union, 764-8312
caps.umich.edu

Sexual Assault Prevention and Awareness Center (SAPAC)
G509 Michigan Union, 764-7771 (crisis line is 936-3333)
sapac.umich.edu

MiTalk
mitalk.umich.edu
Campus Mind Works  
www.campusmindworks.org

University Health Service (UHS)  
207 Fletcher, 764-8320  
www.uhs.umich.edu/contact

Registrar

Office of the Registrar  
1210 LSA Building, 763-5174  
ro.umich.edu

Study Abroad

Center for Global and Intercultural Study (CGIS)  
G155 Angell Hall, 764-4311  
www.lsa.umich.edu/cgis
Psychological Resources for Students

Helpful Mental Health Resources Website:
www.umich.edu/~mhealth

Counseling and Psychological Services (CAPS)
3100 Michigan Union, 764-8312
caps.umich.edu

- Free services for registered students. Students who are not registered can come in for one free visit with the Counselor on Duty and receive an appropriate referral.
- Focus on short-term therapy for most pressing issues. No specific limit on number of visits, but usual course is 4-6 sessions. CAPS will refer to an outside provider.
- Psychiatric services (i.e., psychotropic medication) are available on a short-term basis.
- Even during busy times, students should be able to get an appointment within a week, or can see the on-call Counselor on Duty for walk-in emergencies.
- Busy times for CAPS: mid-October – end of November; mid-February – end of March.
- Hours: 8 a.m. – 7 p.m. Monday–Thursday and 8 a.m. – 5 p.m. Friday

Psychological Clinic
500 East Washington, Suite 100, 764-3471

- Fees: Call about financial options. Fee is based on financial need. Will accept Blue Cross Network insurance, and Blue Cross/Blue Shield.
- Does not handle suicide or substance abuse problems.
- Psychiatric services available one day a week. Must be a therapy patient first before seeing psychiatrist.
- Clients should be able to get an appointment within one to two weeks.
- Hours: 8 a.m. to 8 p.m. Monday through Thursday; 8 a.m. to 6 p.m. Friday.

Adult Psychiatry (UMHS)
764-9190 (intake number)

- Accepts insurance, but offers no sliding scale. Students should contact the M-Support Program (855-853-5380 M-Support@med.umich; www.uofmhealth.org/financial-assistance) to receive financial assistance with the treatment fees.
- The initial evaluation fee is $395 or more if consultation is required. Ongoing care fees are dependent on the clinician’s degree and the kind of service provided. Regular fee for return sessions: $100-$250 or more.
- Clinic offers psychiatric services and psychotherapy.
- Clients must call the central intake number for an initial phone evaluation in order to be referred to Adult Psychiatry.
Other sliding scale possibilities
Washtenaw County Community Support and Treatment Services. Students should call Health Services Access (544-3050 or 1-800-440-7584) to investigate treatment possibilities. The program’s website provides information on the variety of services offered:
www.ewashtenaw.org/government/departments/community_mental_health/programs-and-services
For a list of links to forms used by students and advisors for a variety of academic and advising issues and procedures, go to www.lsa.umich.edu/advising/policies/forms. This listing includes:

**Petitioning the Academic Standards Board:**

*Petitioning the Academic Standards Board (PDF)*

Exceptions to college policies may be granted only upon written petition to the Academic Standards Board.

**Drop/Add:**

*Request for Late Add (PDF)*

During Period II Drop/Add, use this form to request a Late Add. After Period II, use the Petition for an Exception to the Late Add Deadline form.

*Request for Late Drop (PDF)*

Use this form to drop a class after the Drop/Add Deadline (during Period II Drop/Add). After Period II, use the *Petition for an Exception to the Late Drop Deadline* form.

*Mini Course Drop Form (PDF)*

Use this form to drop mini courses that are 9 weeks or less. The deadline is day before the final exam.

*Petition for an Exception to the Late Drop Deadline (PDF)*

Use this form after Period II, when the late drop period is over.

*Petition for an Exception to the Late Add Deadline (PDF)*

During Period III Drop/Add, use this form to request a Late Add.

*Request for Term Withdrawal (PDF)*

Students who wish to withdraw once classes have begun should contact the Academic Advising Center. Students who withdraw within the first drop/add period are assessed disenrollment and registration fees, but the registration...

*Petition for Retroactive Course Drop (PDF)*

Changes to the academic record after the fact are extremely rare and are only granted for extraordinary circumstances.

*Petition for Retroactive Term Withdrawal (PDF)*

Students who want a term withdrawal after the last day of classes must petition. There is a one-year deadline, and you must make a case that you were unable to complete the term and unable to request a withdrawal during the term.

**Requirement Waivers/Substitutions Petitions:**

*Writing Requirements Substitutions/Exceptions*

The Sweetland Center for Writing administers the College's Writing Requirements. Consult this page for information about special arrangements for the Writing Requirements.

*Race & Ethnicity Requirement Substitution Petition (PDF)*

Use this petition form to request a substitution to the R&E Requirement.

*Quantitative Reasoning Requirement Substitution Petition (PDF)*

Use this petition form to request a substitution to the QR Requirement.
**Distribution Requirement Petition Form (PDF)**
Follow the directions on this form to request a distribution substitution

**Declaration/Degree Requirements:**

*Declaration Form for Degree Program/Majors/Minors (PDF)*
All students should submit a Degree Declaration Form indicating their intention to complete a degree program

*IMP Cover Page (PDF)*
Use this Cover Page for the IMP proposal

*BGS Upper-Level Hour Worksheet (PDF)*
Use this worksheet to assign BGS upper level credits to various SUBJECTs (no more than 20 credits in one SUBJECT)

*Progress Toward Degree — Checklist for AB/BS/BGS (PDF)*
Use this sheet with your academic advisor to track your progress on various college requirements

*Application for the Joint Degree Program in Liberal Arts and Engineering (PDF)*
Complete this form to apply for the Joint Degree Program in Liberal Arts and Engineering

*Application for Individualized Joint Degree Programs (PDF)*
Complete this form to apply for an Individualized Joint Degree Program. A student may be interested in a joint degree program with another school or college even if a joint degree program has not been officially established by the College.

*Graduation Checklist for the Bachelor in General Studies (PDF)*
BGS students can use this form to monitor their progress toward graduation

**Readmission/Reactivation:**

*Application for Reactivation (PDF)*
Students who have been absent from the College for more than two full years (24 months) apply for readmission by submitting this form.

**Modifications:**

*Request for Modification of Credit Hours (PDF)*
This form is to be used if you are modifying a course within the credit hour range that is allowed for the course — OR —
If you want to take a course for more credit hours than the course is allowed.

*Petition for Late Modification of Credit Hours After 9th Week (PDF)*
Use this form after the late drop/add deadline to modify course credits.

*Request for Audit Status (PDF)*
Use this form if you are seeking to officially audit a course.

*Application for Retro-Active Credits (PDF)*
Use this form to apply for Language Retro-active credits if you have met the guidelines

*Incomplete, Time Extension for (PDF)*
Use this form if you have an incomplete and extenuating circumstances cause you to need an extension beyond the deadline.

**Recommendation Forms:**

*Dean's Recommendation Form (PDF)*
Professional schools or professional associations, as well as prospective employers may require Dean's Recommendation forms. The forms usually say something like: "To be filled out by college dean or official."
Appendices

Student Crisis Decision Tree
Major/Minor Declaration Form
Online Advising File
  • Student Advising File Functions
  • Exceptions
  • General Degree Audit Checklist (SAMPLE)
Student Crisis Decision Tree

[Diagram of decision tree for academic concerns, cheating/plagiarism, and non-academic concerns, including steps and contact information.]
Major/Minor Declaration Form

Student’s Name___________________________

Date_______________________________

☐ I am pursuing a BGS degree
☐ I am pursuing a BA degree
☐ I am pursuing a BS degree
☐ I am pursuing a BS-Chem degree

UMID#___________________________________

Unique Name_________________________________

☐ I am in Honors
☐ I am in the Residential College
☐ I am not in LSA.
My school/college is: _______________________

ADD THIS NEW DECLARATION:

Major___________________________

Sub-major (if any)_____________________

Miner_____________________________

Advisor’s Signature_________________________

☐ Honors ☐ Non-Honors

Advisor’s Signature _______________________

KEEP THIS EXISTING DECLARATION:

Major___________________________

Sub-major (if any)_____________________

Miner_____________________________

Advisor’s Signature_________________________

☐ Honors ☐ Non-Honors

Advisor’s Signature _______________________

DELETE THIS EXISTING DECLARATION:

Major___________________________

Sub-major (if any)_____________________

Miner_____________________________

Student’s Signature________________________

Expected Date of Graduation___________________

August 2013/SAA-cbb
**Student Advising File Functions**

**Advising Notes/Activity Log**
Advisors can add notes or append text to notes they have posted. Only Student File data administrators can perform any other sort of edit or deletion of a posted note.

**Major/Minor Declarations**
Click here to fill out the form to declare a student’s major or minor.

**Exceptions**
Allows an advisor to enter exceptions for a major or minor.

**Major/Minor Releases**
Click here to complete the release for a student’s major or minor.

**Audit Checklist**
A short summary report of the student’s progress toward degree requirements. Students can access the Audit Checklist directly through the "Are you on track to graduate?" button on the *LSA Course Guide* front page.

**Transcript Info**
Provides a full transcript, including the student’s courses, grades, term and cumulative statistics, academic program history, and academic standing history.

**Advisor Assignments**
Add, edit, and delete student records associated with you, as needed. Active assignments will be displayed on the Cover Sheet.

**Nickname**
If you know that a student prefers to be called something other than his or her given name, you can share that by updating the nickname field. You also can share the correct pronunciation of the name. The nickname or pronunciation will appear on the Cover Sheet.

**Advising Tags**
Allows you to create tags for students so that you can query students based upon these tags. The query tool is currently not available for departmental advisors.

**Prog To Degree Worksheets (Progress to Degree Worksheets)**
Should only be used for students who have not yet declared. For declared students, advisors should use the Audit Checklist (which is directly available to students via the “My LSA Audit Checklist” or the “Are You on Track to Graduate” links on the LSA Course Guide).

**Class Progress Reports**
View academic progress reports submitted by instructors for this student. Copies of “Progress Reports” are sent directly to the student and all assigned advisors when they are submitted.

**RC Evals**
Narrative evaluations submitted by RC instructors for RC students enrolled in RC classes.
Exceptions

Exceptions to Major/Minor Requirements

This form communicates ‘exceptions’ to existing requirements for individual students. Once processed by the appropriate auditing office, the student’s Online Audit Checklist will display the information you have entered on this form, thereby allowing him/her to better track their progress toward degree, and to make more informed choices.

Exceptions

Click on the Exceptions tab under Contents, then choose **Major/Minor Rqrmnts** *(Note: department advisors should only enter exceptions for major/minor requirements, and general advisors should only enter exceptions for college requirements.)*

Click on appropriate **Plan** bubble (as long as the student has already declared, your major or minor should be an option)

Enter the **Requirement Description** for which you are writing this exception. You should write the Requirement Description exactly as it appears on the Online Audit Checklist.

In the last box, describe what ‘exception’ you are making to that requirement. This could include directing a course to that requirement that is not on your pre-approved course list, waiving some credits from the requirement, or even waiving the entire requirement. Please give detailed information so that the Auditor processing the exception does not need to check additional resources *(e.g., Student File)* or contact you for more information. Anything an auditor needs to know about the exception should be on this form.

If an error has been made, contact the appropriate auditing office (Honors, RC or SAA) to request that the exception be deleted or altered.
General Degree Audit Checklist (SAMPLE)

General Requirements

<table>
<thead>
<tr>
<th>LSA CREDIT REQUIREMENTS</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 120 total credits</td>
<td>110.00</td>
</tr>
<tr>
<td>Minimum 100 UPA credits</td>
<td>100.00</td>
</tr>
<tr>
<td>Minimum 60 BS-eligible credits (for BS students only)</td>
<td>60.00</td>
</tr>
<tr>
<td>Minimum 90 credits excluding Experiential and Independent Study courses</td>
<td>90.00</td>
</tr>
<tr>
<td>Experiential &amp; Independent Study courses</td>
<td></td>
</tr>
<tr>
<td>Fall 2011 UC 280</td>
<td>1.00 B+</td>
</tr>
<tr>
<td>Fall 2012 UC 280</td>
<td>2.00 B+</td>
</tr>
<tr>
<td>Fall 2012 MCB 300</td>
<td>2.00 A</td>
</tr>
<tr>
<td>Winter 2013 MCB 300</td>
<td>3.00 A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>60 Credits outside course work in Neuroscience. This excludes all BIOLOGY and all Natural Science PSYCH courses.</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GRADE REQUIREMENTS</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 2.00 overall GPA</td>
<td>3.329</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LSA RESIDENCY REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 60 credits of in-residence course work (AA campus and UM study abroad)</td>
</tr>
<tr>
<td>Minimum 30 credits taken while enrolled in LSA</td>
</tr>
<tr>
<td>After 60 credits complete, minimum 30 credits taken in-residence (AA campus and UM study abroad)</td>
</tr>
<tr>
<td>Beginning SP14, there are no restrictions on transfer credit for 2 year institutions. Prior to SP14 after 80 credits have been complete, no community college transfer credit is accepted toward 120 total credits.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COLLEGE WIDE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Writing Requirement - one course required, C- minimum</td>
</tr>
<tr>
<td>Upper Level Writing Requirement - one course required, C- minimum</td>
</tr>
<tr>
<td>Race and Ethnicity Requirement - one course required</td>
</tr>
<tr>
<td>Quantitative Reasoning Requirement - one Q21 course, or two Q22 courses required</td>
</tr>
<tr>
<td>One Q21 course</td>
</tr>
<tr>
<td>Language Requirement - one 4th-term course required, C- minimum, or one course where proficiency is presumed</td>
</tr>
<tr>
<td>Language Requirement - one 4th-term course required, C- minimum, or one course where proficiency is presumed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA DISTRIBUTION - NEUROSCIENCE: FOR MULTIPLE MAJORS, IF AN AREA DISTRIBUTION HAS BEEN FULFILLED FOR ONE MAJOR, DISREGARD THE ANALYSIS FOR ANY OTHERS. CONTACT LSA ACADEMIC ADVISING WITH QUESTIONS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 units in Humanities</td>
</tr>
<tr>
<td>7 units in Natural Sciences</td>
</tr>
<tr>
<td>7 units in Social Sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 additional credits in 3 of 5 areas: HU, NS, SS, MSA, and CE. Up to 9 hours may be E.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 additional units in Natural Sciences</td>
</tr>
<tr>
<td>5 additional units in Social Sciences</td>
</tr>
<tr>
<td>3 units in Creative Expression</td>
</tr>
</tbody>
</table>
LSA Audit Checklist (SAMPLE)
Department Requirements

### BIOPSYCH, COGNITION AND NEUROSCIENCE (BCN) MAJOR PREREQUISITES
- **Psychology Major Prerequisites**
  - Checklist includes courses
  - Statistics Prerequisite for Psychology Major

### BIOPSYCH, COGNITION AND NEUROSCIENCE (BCN) MAJOR
- **Required Breadth for BCN Major**
  - One course from each of the three following groups to include prerequisite Gateway courses.
  - **Bio Psych** - PSYCH 230 or 335
  - **Cognitive** - PSYCH 240, 245, or 345
  - **Social Science** - PSYCH 250, 260, 270, 280, 260, or 361
- **Labs**
  - Two courses, a minimum of five units are required
  - At least one course from the Methods-based Lab courses
  - One additional lab from Methods or Research Lab courses

### BCN Major Additional Requirements
- One cognate course
- Advanced courses (4 courses for at least 12 units required)

### BIOPSYCH, COGNITION AND NEUROSCIENCE (BCN) MAJOR UNITS REQUIREMENTS
- **Total units, residency and GPA requirements for BCN Major**
  - Minimum 24 units of Psych course work must be taken through the Psychology department at the University of Michigan
  - Minimum 32 units of course work in the major. Must be graded A - E, P/F, C/NC and S/N graded courses do not count for these 32 units
  - Major GPA is calculated on all courses elected from the department of major (prerequisites, required courses, and electives), plus all other courses used to fulfill major requirements.