

Proposal to Amend WKU Faculty Handbook: Substantive Change

11 -2019 (II.P.)

Substantive change is defined as addition, deletion, or revision of policy or procedure.

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1. Type of Change:

Addition: Where possible, identify the section of the handbook to which addition is proposed:

Deletion: Identify the section of the handbook from which deletion is proposed:

Revision: Identify the section of the handbook to which revision is proposed:

Current wording:

Academic Advising: Advisors are assigned to new students prior to initial registration. Advisors from the college and/or academic department that offer the major assist students who have chosen a major field of study.

The Assistant Vice President for Student Success facilitates academic advising among undergraduate colleges and departments. Additional information on academic advising can be found at: <http://www.wku.edu/advising/>.

Advisors assist students in selecting courses each semester to fulfill general education requirements, pre-major requirements, and major and minor requirements for graduation. Advisors may also provide career counseling and information relating to professional/graduate school. Advising appointments may be scheduled online through AdvisorTrac™ or other advisor-authorized method.

Students desiring to change majors and/or change advisors should complete a Change of Major/Advisor Form on TopNet located under "Student Services/Student Records" menu. This form may require the signature of the advisor and department head.

Students are expected to work with an advisor in conducting an iCAP audit to review progress toward a selected degree.

The audit shows all the requirements needed to fulfill a major, minor or concentration and displays the transfer and WKU courses that have been used to satisfy those requirements. iCAP audits do not apply to students who entered WKU prior to the fall of 2005, students using coursework taken prior to 1990, and/or students who have a degree program already on file. Information and instructions regarding iCAP can be found at:

<http://www.wku.edu/advising/index.php?page=academic-advising-handbook>.

2. Proposals should be made in the form of text intended as an addition to or a replacement of, in whole or in part, some current section of the Faculty Handbook.

Proposed:

Academic Advising: Advisors are assigned to new students ~~prior to initial registration~~ after completing the Topper Orientation Program (TOP).- Advisors ~~from the college and/or academic department that offer the major~~ within the Advising and Career Development Center (ACDC) or ~~select academic departments~~ assist students who have chosen a major field of study.

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Advisors assist students in selecting courses each semester to fulfill general education requirements, pre-major requirements, and major and minor requirements for graduation. Advisors may also provide career counseling and information relating to professional/graduate school. Advising appointments may be scheduled online through ~~AdvisorTrac™~~ ~~TopNet~~ or another advisor-authorized method.

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3. Rationale for amendment:

The advising process and tools have changed since the last time this section was edited.