Proposal to Amend WKU Faculty Handbook

Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.

Section(s) to be amended: II.P.
Corresponding page number(s): 15

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    1. Type of Change:

       ☐ Editorial (non-substantive)

       ☒ Substantive

       Editorial revisions include updates to the organizational structure, web addresses and names/titles, as well as other similar non-substantive changes.

       ☐ 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: II.P.

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.

Current:

II.P. Academic Advising: Advisors are assigned to new students after completing the Topper Orientation Program (TOP). Advisors within the Advising and Career Development Center (ACDC) or select academic departments assist students who have chosen a major field of study.

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 TopNet or another advisor-authorized method.

Students are expected to work with an advisor in conducting a degree 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. Degree 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 degree audits can be found at: https://www.wku.edu/registrar/icap and https://www.wku.edu/degreeworks/advisors.php.

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

Revision/Addition:

II.P. Academic Advising: Academic advising may or may not be a required component of a faculty member's workload. When it is, the department chair/director should ensure the workload allocation is commensurate with the advising load. Academic advisors work with assigned advisees to plan, review and audit progress toward degree completion.

II.P.1. Undergraduate Advising. Advisors are assigned to new students after completing the Topper Orientation Program (TOP). Advisors within the Advising and Career Development Center (ACDC) or select academic departments assist students who have chosen a major field of study. Undergraduate ~~Advisors~~ 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 TopNet or another advisor-authorized method.

II.P.2 Graduate Advising. Advisors are assigned to new students upon admission to the program. Graduate advisors assist advisees in course sequencing and other degree requirements. Graduate advisors are responsible for submitting a graduate matriculation form on TopNet prior to degree completion.

~~Students are expected to work with an advisor in conducting a degree 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. Degree 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 degree audits can be found at: https://www.wku.edu/registrar/icap and https://www.wku.edu/degreeworks/advisors.php.~~

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

Rationale for amendment:

Revision necessary to differentiate between undergraduate and graduate advising responsibilities and to ensure advising responsibilities are commensurate with faculty workload.