

OAKWOOD UNIVERSITY PHILOSOPHY



OF

ACADEMIC ADVISING



HANDBOOK

2011 - 2013

Table of Contents

Philosophy of Academic Advising

Purpose of Advising

Goals of Advising

The Advisor

Requirements for Effective Advising

Strategies for Strengthening Advising

Frequently Asked Question/Answer

Forms – Names/Location

Advisees Roster

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INTRODUCTION

At Oakwood University “both teacher and student find a common bond of unity as companions in learning and searching for truth.” The mission of the University emphasizes preparation for service to God and humanity through harmonious development of the physical, mental and spiritual faculties. Obviously, this requires far more than the best that can be offered in the classroom. It calls for person to person interaction of teacher and student. Advising therefore is inherent in the process of instruction, and not simply on attachment to teaching.

DEFINITION OF ADVISEMENT

Various institutions have developed their own concept of advising:

- Academic advising is a process of information exchange that empowers students to realize their maximum educational potential. The advising process is student-centered and will result in the student gaining a clearer understanding of himself/herself, and the experience of higher education.

University of Michigan – Dearborn (2002)

- Academic advising is a collaborative relationship between student and an academic advisor. The intent of this collaboration is to assist the student in the development of meaningful educational goals that are consistent with personal interests, values and abilities. Although many individuals on campus, including academic advisors, may assist the student in making decisions and accomplishing goals, the academic advisor is granted formal authority by an academic unit (college, school, and department) to approve the student’s academic program of study and assist the student in progressing toward the appropriate degree.

University of Arizona <http://www.arizona.edu/>

- Academic advising is a planning process that helps students to approach their education in an organized and meaningful way. Advising brings together all of the major dynamics in a student’s life. Edward “Chip” Anderson (Noel-Levitz, 1997, p.1 & 3.)
- Academic advising is a process of teaching students how to become responsible consumers of their own educations. It’s also a process that involves teaching students how to make viable academic decisions. Juliet Kaufmann (Noel-Levitz, 1997, p.1 & 3.)

Noel-Levitz Participant Book/Resource Guide (1997).

The scriptures record examples of Christ “The Teacher sent from God” in advising sessions with individuals – Nicodemus, Judas, Woman at the Well; Mary and Martha, Mary Magdalene and Peter.

“In every human being He discerned infinite possibilities. He saw men as they might be...looking upon them with hope He inspired hope. Meeting them with confidence, he inspired trust.” Ed. p.53.

PURPOSE OF ACADEMIC ADVISEMENT

At Oakwood University, Academic Advisement fosters students' intellectual development through guidance in aspects of the academic program including:

- Field of study and course selections appropriate to educational goals, interests and abilities
- Classification of career goals
- Revision of information regarding educational options, requirements policies and procedures.
- Referrals to appropriate offices for needed information.
- Monitoring and evaluating their won progress
- Awareness of their responsibilities for planning, course selections and registration.

THE ACADEMIC ADVISOR

An academic advisor is one whose primary responsibility is to ensure that students meet their educational goals. Thus requires monitoring and promoting academic progress throughout the student's journey towards graduation. Some large institutions are able to employ fulltime advisors.

At Oakwood University the advisor is:

1. A counselor and teacher.
2. The students' academic advocate.
3. A facilitator of communication.
4. A coordinator of learning experiences.
5. A caring worker concerned about students' success.
6. An enthusiastic and empathetic person desirous of assisting students in their preparation for service in accordance with our motto:

“Enter to Learn; Depart to Serve”

ADVISEMENT GOALS

Advisement goals at Oakwood University are designed to assist students in their total development for success in preparation and service to society. This includes:

1. Self understanding and self acceptance (values, abilities, interests and limitations explained).
2. Matching life goals with interests, skills, and abilities.
3. Understanding the nature and purpose of higher education.
4. Development of an educational plan consistent with their goals and objectives.
5. Development of decision-making skills.
6. Providing information about instructional resources, policies and procedures.
7. Making referrals to other institutions or community support services.

REQUIREMENTS FOR EFFECTIVE ADVISING

1. Exploration Of Life Goals

- (a) knowledge of student characteristics and development.
- (b) understanding of the decision making process.
- (c) knowledge of psychology and sociology.
- (d) skills in counseling techniques.
- (e) appreciation of individual differences.
- (f) belief in worth and dignity of all men.
- (g) belief that all have potential

2. Exploration Of Vocational Goals

- (a) knowledge of vocational fields.
- (b) skill in interpretation of tests.
- (c) an understanding of the changing nature of work in society.
- (d) acceptance of all fields of work worth and dignified.

3. Program Choice

- (a) knowledge of programs available in the university.
- (b) knowledge of requirements of programs (*special entrance requirements, fees, time*).
- (c) knowledge of university requirements for transfer programs.
- (d) knowledge of follow-up success of those who have completed the program.

4. Course Choice

- (a) knowledge of course available.
- (b) knowledge of any special information regarding courses (*Prerequisites, offered only at certain times, transferability: Does the course meet graduation requirements? What is the appropriate sequence for the university?*).
- (c) rules and regulations of the University regarding probation and suspension, limit on course load (*academic and work limitations*).
- (d) knowledge of honors courses or remedial courses.
- (e) knowledge of instructors and their teaching styles.
- (f) knowledge of students' abilities through test scores, high school record.
- (g) knowledge of course content.

5. Scheduling Courses

- (a) knowledge of schedule.
- (b) knowledge of the systems of scheduling and changing the schedule.
- (c) knowledge of work and commuting requirements.

Strategies for Strengthening Advising

1. Become acquainted with effective advising requirements.
2. Know your advisees (assigned by department head).
3. Explore academic interests of advisees and determining appropriate majors.
4. Design program of study to meet advisee's interest/needs.
5. Assist in mapping out registration schedule.
6. Monitor academic progress (four year planning work sheet).
7. Maintain advising file.
8. Insist on regular advisor/advisee contacts.

Frequently Asked Questions and Answers

1. Why should I see an advisor?
 - To assist you in making academic and career choices.
 - To find out more about your major.
 - To plan your semester schedule.
 - To assist you in developing strategies to improve your academic performance.
2. Who is my advisor?
 - All **freshmen** students, **transfer** students, **undeclared** majors, and students with a GPA less than 2.00 are advised by the Center for Academic Success (CAS).
 - **Returning students with declared majors** are assigned a permanent advisor by their major department, unless their GPA is less than 2.00.
3. How often should I see my advisor?
 - Before registering for classes each semester.
 - Whenever you have a question or problem.
4. Which courses should I take?
 - General Education (GE) courses in your first year.
 - Required basic courses.
 - Your CAS advisor is assigned after your first year by your major department and will assist you with class scheduling and program information.
5. How may I drop a class?
 - See the academic calendar for the deadline for dropping a class.
 - There is a processing charge of \$10.00 for dropping a course.
 - The drop form must be signed by your academic advisor and instructor.
 - Remember this form must be submitted to the Records Office.
6. How may I add a class?
 - See the academic calendar for the last day to add a class.
 - Submit a drop/add form to the Records Office.
 - The drop/add form must be signed by your academic advisor.
7. How do I register?
 - Freshmen are advised for registration by CAS.
 - Sophomore, juniors and seniors preregister in their major department.
 - Returning students are advised by their major department.
 - Remember you are not officially registered for courses until your registration forms have been processed by the Records Office and all fees have been paid.
8. What steps do I take to change my major?
 - Complete a change of major form.
 - A signature by your previous department is required.
 - A signature by your new department is required.
 - Submit the form to the Records Office.

9. How do I apply for a readmission?

- Return to your major department and request advisement.

10. How do I transfer courses taken at other institutions?

- The college from which you are transferring should forward to the Records Office an official transcript and statement of honorable dismissal.
- A maximum of 64 semester hours may be accepted from a junior college.
- Credit will be given only for work completed with grades of C- or above, and only grades of C or higher are accepted in a student's major or minor field.

11. How, and when do I preregister?

- Check your academic calendar for preregistration dates.
- Make an appointment with your advisor to preregister.

12. How do I find out my graduation status?

- The Records Office sends out a graduation status form after you have submitted your application for graduation.
- Take an unofficial transcript to your advisor and review your program.

13. Which courses need to be repeated?

- Courses that have specified grade requirements if your grade falls below the requirement.
- There is no limit to the number of times a course may be repeated. The better grade for the repeated course will be accepted for credit.

14. When do I declare a major?

- You may choose to declare your major in your freshman year.
- Remember the sooner you declare your major, the easier it is to map out your program.

15. How many hours may I take per semester?

- Classification and previous performance govern class load. Check with your advisor.

<u>Status</u>	<u>GPA</u>	<u>Maximum Load</u>
Academic Probation	1.99 and below	13
Regular	2.00	17
Sophomore & Junior	3.00	18
Senior	3.00	20

What is my classification?

	Cumulative Hours	Number of Sem. Hrs.
Freshman	1.70	0-29
Sophomore	2.00	30-60
Junior	2.00	61-92
Senior	2.00	93+

16. How do I withdraw from the university?

- Obtain the Terminal Leave Form at least one week prior to final examinations from the Office of Financial Aid.
- It is necessary for you to process this form promptly to discontinue tuition, room, and board charges.
- See academic calendar for deadlines.

17. Can I take correspondence courses?

- Oakwood University recognizes and accepts credit for courses taken with Griggs University, which is the extension division of the Associated Colleges of Seventh-day Adventists.
- A maximum of 12 semester hours of correspondence work may apply toward a baccalaureate degree program and 8 hours toward an associate degree.
- A correspondence course with a D grade or below is unacceptable.

18. Which courses can I CLEP?

The following table lists the CLEP subject and corresponding courses and minimum scores acceptable at Oakwood University.

All scores = 50

CLEP Subject	Score	O. U. Course Equivalent	Hours
American Government	50	PS 211	3
American Literature	50	EN 301, 302	6
Calculus	50	MA 171	4
College Algebra	50	MA 108	3
College French (Level I and II)	50	FR 101-102	6
College Mathematics	50	MA 101	3
College Spanish	50	SP 101-102	6
English Literature	50	EN 211, 212	6
Freshman College Composition	50	EN 111	3
Life Science	50	BI 101-102	6
General Chemistry	50	CH 141-142	6
History of the United States I and II	50, 50	HI 211, 212	6
Human Growth and Development	50	FS 355	3
Information Systems and Computer Applications	50	IS 120	3
Introduction to Educational Psychology*	50	ED 200	3
Introductory Accounting	50	AC 220-221	6
Introductory Business Law	50	BA 475	3
Introductory Psychology	50	PY 101	3
Introductory Sociology	50	SO 101	3
Precalculus	50	MA 121	3
Principles of Macroeconomics	50	EC 283	3
Principles of Microeconomics	50	EC 282	3
Principles of Management	50	BA 310	3
Principles of Marketing	50	MK 301	3
Western Civilization 1 and 11	50, 50	HI 103, 104	6

*Not acceptable for education majors

Grading System

The grading system utilizes the four-point scale. The grade point values are outlined as follows:

Grade	Grade Point Per Hour
A (superior)	4.0
A-	3.7
B+	3.3
B (above average)	3.0
B-	2.7
C+	2.3
C (average)	2.0
C-	1.7
D+	1.3
D (below average)	1.0
D-	0.7
F (failure)	0.0
FA (failure due to absences)	0.0
AU (audit)	
DG (deferred grade)	
I (incomplete)	0.0
I/P (in progress)	
NC (noncredit)	
NR (no report)	
P/U (pass/unsatisfactory)	
W (withdrew)	

Grade Point Average

The cumulative grade point average and the grade point average (GPA) for the semester are computed by totaling quality points earned in all courses attempted and dividing by the quality hours attempted ($GPA = QP/QHA$). Credits are included in calculating the GPA for grades of F, FA and I. The symbols AU, NC, DG, IP, NR, W, and P/U are disregarded in computing the grade point average. Transfer work is not included in the cumulative GPA (except for repeated courses).

19. When must I take the English Proficiency Exam?

- When you are classified as a Junior.
- Register for this test in the English Department.
- There is a fee for the test.
- See the academic calendar for the dates each semester.

20. How does a transfer student get credit for courses completed at another institution?

Transfer students must submit an official transcript from all schools attended and follow the same application procedure as other new students. A maximum of 64 semester hours may be accepted from a junior college. Credit will only be given for work completed with grades of C- or above, and only grades of C or higher are accepted in a student's major or minor field. The Enrollment Management office will work with department chairs to evaluate transcripts and enter credit for transfer courses.

21. What is the process for taking courses at another college while enrolled at Oakwood University?

Students who desire to take courses at another college or university with the intent of returning must obtain a transient letter from the Records Office, which recommends the student for temporary admission to this other school without having to go through normal admission requirements. Transient requests must be approved and signed by the Department Chairpersons for courses to be taken. A bulletin must be provided from the school in which the course is to be taken so that the Chairperson can compare with the Oakwood course. Transient letters are not granted for attendance within a fifty-mile radius of Huntsville during the fall or spring semesters. Transient credit with grades below "C-" are unacceptable. It is the Oakwood student's responsibility to request the official transcript to be forwarded to Oakwood University.

22. What is a suspension?

Students who fail to make acceptable academic progress, in view of the established policies and procedures of the institution, must be suspended. A first suspension because of poor academic performance will result in the student being ineligible for readmission or reacceptance for a period of at least one semester. When suspended a second time, students become eligible for readmission or reacceptance after one calendar year from the suspension date, providing that during that time they have attended another accredited college for at least one semester, carrying a minimum of twelve semester hours with no grade lower than. In both cases, to be so considered, the student must not be under any disciplinary sanction from the university and must apply for readmission through Records Office.

23. How do I get a refund?

- Refunds are only given if a credit balance appears on the account.
- Academic scholarships sponsored by Oakwood University, by Worthy Student Scholarships, and by work scholarships are not refundable.
- Refunds are not given on financial aid that must be returned because of enrollment status.
- No emergency refunds are issued.
- Refund checks are issued every Tuesday and Thursday.
- Refund checks are mailed after a written request is received.
- Due to discrepancies in the exchange rate of Canadian currency to U.S. currency, Canadians only receive 65 percent of their credit balance.

TUITION AND FEES ARE REFUNDED AS FOLLOWS:

1-7 workdays	100%
8-12 workdays	90%
13-17 workdays	60%

- No tuition refund if given after twenty-one days of the published registration date.
- Room and board charges are refunded on a prorated basis according to the number of days in a semester.
- Living expenses are refunded on a prorated basis according to the number of weeks of enrollment completed in a given semester.
- One-third of the academic year allowance for books, supplies, and miscellaneous expenses are considered to be used the first day of the semester.

- According to regulations, the amount of the refund equals the amount paid for institutional charges for the payment period by financial aid and/or cash payments, minus the amount retained by the institution for the portion of the payment period that the student was actually enrolled at the institution.

NOTE: If a student received financial aid from Title IV (Tell, SEOG, Stafford PLUS Loan), a portion of the refund must be returned to those programs.

Oakwood University shall allocate Title IV refunds to the following programs using the following priority distribution order:

- Federal Family Education Loans
- Federal Perkins Loans
- Federal Pell Grants
- FSEOGS
- Other SFA Programs

For those student financial recipients who are first-time students and who withdraw on or before the 60 percent point in time of the enrollment period for which they were charged the College must calculate a statutory pro rata refund and compare this amount to the refund amount from the applicable loan program to determine the largest available refund to the student. If both the state and the accrediting agency policies do not exist or are not applicable, the student's refund is the pro rata refund amount. If the student is a continuing student (not a first-time student) who withdraws, or a first-time student who withdrew after the 60 percent point of the enrollment period for which he or she is charged, the school must calculate the student's refund amount using the applicable state. If the state policies do not exist or are not applicable, the school must calculate the refund under the federal refund policy and the school's policy and provide the largest refund. The college's academic semester is fifteen weeks long; the 60 percent point would be the ninth week.

24. What about repayment?

Repayment is the amount of cash disbursement that a student must pay back to the school if the student withdraws from school during the enrolled semester (received from Title IV funds. This excludes the Stafford and PLUS Loan funds).

This repayment policy includes the following non-institutional costs.

Books and supplies: Semester allowance expended first day of classes.

Room and Board: (Not contracted by College) Determined at an ongoing rate as set in denominational policy.

Transportation: Semester allowance expended first day student arrives on campus during semester period.

Personal & Miscellaneous Expenses: Determined at an ongoing rate as set policy.

Child care (if applicable): Determined at an ongoing rate of \$36 per week.

A repayment of any unused portion of the about non-institutional costs paid to the school via Title IV funds (excluding Stafford or Plus Loans, CWS) must be repaid to the College upon termination of enrollment.

25. What is academic dismissal?

Any student who after four academic semesters or sixty-four semester hours has not attained a cumulative GPA of 2.00 will be dismissed for a minimum of two semesters. During this time the student must attend another accredited College for each semester of dismissal, carrying a minimum of twelve hours with no grade lower than "C." Course requirements must include classes previously taken at Oakwood College that received grades of "D" or "F." Application for readmission must be filed with the Records Office.

26. What is meant by the term academic credit?

Credit is granted in terms of the semester unit, which represents a one-hour-a-week lecture or recitation together with the requisite study, preparation, and practice, or a two-hour-week laboratory practice or its equivalent in pre and/or post laboratory studies. In certain courses, the units of credit granted are in terms of clock hours, which represent the total hours of contact for the course, usually excluding preparation time. Such credit is not computed in the grade point average.

27. What is the meaning of course numbers?

Courses are numbered as follows to indicate the level of the course and the type of credit it carries.

090-099: Remedial, with or without credit

100 – 299: Lower Division

300-499: Upper Division

28. What about Enrichment Programs?

Some workshops or courses may not qualify for academic credit, as determined by the department.

29. How do I get credit for courses taken outside of the United States?

To determine from what institutions Oakwood will accept postsecondary work, the following reference books are used:

- World Education Services, published by AACRAO (American Association of Collegiate Director of Records and Admissions Officers).
- Foreign Educational Credentials Required for Consideration of Admission to Universities and Colleges in the United States.
- P.I.E.R. (Projects for International Education Research) workshop reports on various countries.

- World Patterns of SDA Education

English taken at a foreign College or University may meet the requirement for Freshman English provided:

A. The student has obtained a minimum TOEFL (Test of English as a Foreign Language) score of 500 and a minimum score of 3 on the TOEFL writing test (TWE). The TWE score is reported on a scale of 1 to 6.

6= Demonstrates clear competence in writing on both the rhetorical and syntactic levels, though the essay have occasional errors.

5=Demonstrates competence in writing on both the rhetorical and syntactic levels, though the essay will probably have occasional errors.

4= Demonstrates minimal competence in writing on both the rhetoric and syntactic levels.

3= Demonstrates some developing competence in writing, but the essay remains either the on the rhetorical or syntactic level, or both.

2= Suggests incompetence in writing.

1= Demonstrates incompetence in writing.

B. Identifiable College credit appears on the student's transcript from the foreign institution or an "A" level pass in English. An "O" level pass in English is required for entry into College. Students from the following countries are not required to validate English: Canada, Great Britain, and Australia.

30. What are considered special situations?

- Transfer credit for correspondence course work is ordinarily acceptable only for lower division credit. The amount and content of such course work acceptable for credit toward degree requirements is determined by each department of the College.
- A maximum of 64 semester units of lower division credit will be accepted from accredited junior Colleges. Credit is accepted from a professional school only if the school is recognized by its regional or national accrediting organization, and if the course work is substantially equivalent or essentially relevant to course work at college.
- Credit for students at an Armed Forced school is granted according to recommendations of the American Council on Education and/or the Alabama Committee for the Study of Education, except for examinations of the College Level Examination Program.
- Coursework at an unaccredited College or a College outside the United States will not be finally evaluated until the student has earned 12 units of credit at Oakwood College with a minimum grade point average of 2.0.
- Credit is granted for scores of 3, 4, or 5 on Advanced Placement (AP) examinations taken while enrolled in secondary school and submitted by the College Entrance Examination Board. The student is responsible for having the official test scored sent to the Records Office. A score of 3 will exempt the student from the first applicable course. A score of 4 or 5 will exempt the student from additional courses upon recommendation of the department.

Remedial courses taken at another institution which are not applicable toward a degree from Oakwood College are not calculated in a student's grade point average.

Transfer of specific courses required for Oakwood University degrees will be at the discretion of the department offering the program except in the case of general education requirements, which shall be the responsibility of the Academic Policies Committee. The record office will maintain a list, where appropriate, of specific course equivalencies.

31. What are the specific qualifications, requirements, and limitations related to transfer of credit?

- A. All credit evaluated for transfer is subject to the following qualifications;
1. Evaluation is based on the review of the primary academic transcripts of record from all institutions attended. (In other words, evaluations are not based on another institution's evaluation of transfer credit from a third institution).
 2. Oakwood College reserves the right to evaluate not only the credit as it appears on the transcripts but also the basis on which the credit was initially awarded by sending institution—that is, classroom experience examination, life experiences, etc.
- B. The specific department concerned will determine the precise amount of transfer credit, which is applicable toward a particular degree.
- C. Transfer students must meet the general education requirements that apply to all students for a degree from Oakwood College.
- D. Only credit earned with a grade of "C" or higher for course work will be accepted for transfer. Grade of "C-" is not acceptable.

32. What is the Appeal Procedure?

Students who believe that this policy was not implemented accurately in the evaluation of their transfer credit may initiate an appeal with either the Academic Policies Committee or the specific department responsible for their program.

33. How can I waive a required course?

A student may request the waiver of a requirement if prior course work or experience fulfills the requirement but does not qualify for transfer of credit. An examination may be required. Students who seek to waive a requirement should understand the following:

- The minimum passing performance must be the equivalent of "C" grade. A grade of "C" is not acceptable.
- Requests to waive a requirement are made to the chair of the department offering the course and must be petitioned before the final semester of residence.
- The maximum amount of course work that may be waived is determined by each department.
- A waiver does not reduce the credit hour or residency requirements.
- A waiver examination does not carry academic credit and may not be repeated.
- A testing fee for a waiver examination may be required.

Frequently Used Forms

Name

Purpose

Location

Advisee Roster