

Russ College of Engineering and Technology Q2S Transitional Advising Appeal Process

Students who feel that the time required to graduate according to their transition degree completion plan (TDCP) will be longer than that required under their catalogue of entry are directed to prepare an alternate plan for a quarters-only degree completion and present it to their faculty advisor. This must occur before signing the TDCP. Once the TDCP is signed by the student, an appeal based upon the projected graduation date will not be accepted.

Advisors are directed to either find a compromise transition plan that completes in the same amount of time as the quarters-only plan or explain, in writing, why the student's analysis is incorrect. Course offering schedules will be taken into consideration in this analysis. If agreement is not reached, the student will be directed to the department chair and then the associate dean for academics as needed.

Students who find that they are unable to follow the TDCP because a specified course is not offered during the specified semester or has a time conflict with another specified course are directed to immediately seek a remedy from their advisor upon discovering the problem. Advisors are directed to either identify a substitute course or identify a TDCP plan modification that accommodates the student's needs and leads to a graduation term that is no later than that in the original TDCP. A signed copy of the modified plan is to be maintained in the student's record. A resolution must be found that does not extend the time to graduation.

In order to guarantee that the time to graduation is as specified in the TDCP, students must do the following:

- Students must meet with their advisor during the normal advising period and request that their registration access hold be released at that time.
- Students must resolve any other registration holds (financial, housing, etc.) before attempting to register.
- Students must attempt to register when they first become eligible under priority registration.
- If, when attempting to register, a class schedule conflict or other problem is identified, students must notify their advisor, or department chair if the advisor is unavailable, or associate dean for academics if neither is available, within one business day of registration access.
- Students who experience a delay in graduation due to poor performance in one or more courses are not eligible to appeal this result.

I have read this description of the transitional advising appeal process and agree to the terms for appeals stated herein.

Student printed name

Student signature

Date