College of Engineering & Applied Science (CEAS)
New Faculty Orientation – 19 August 2015

Academic dean for undergraduate students in the college

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Located in Engineering Dean’s Office, ECAD 102C

Your contact for undergraduate academic-related issues and academic policies

Coordination and oversight of undergraduate academic advising in the college, working closely with the undergraduate professional staff advisors in the various departments/programs

Information here generally applies to graduate students as well as undergraduate students

On this campus, academic policies relating to a student are generally governed by what “college/school” and what “major” the student is rostered in:
- Undergraduates > CEAS and major department – Mary Steiner is academic dean
- Graduate Students > Graduate School and major department – John Stevenson is academic dean

FERPA (Family Educational Rights & Privacy Act)
Baseline protection of students allows sharing of “directory” info
Student can choose to be more liberal, or more conservative
Professional staff advisor in your department can tell you a student’s “status”
“Educational need to know” – okay to discuss with campus colleagues
  Parent or other inquirer – for the “generic” student in such a situation
    “as you’ve described, here’s what I can share . . .”
  If you are not comfortable, don’t feel obligated to disclose; you could refer inquirer to the Registrar’s Office

Email:
  Only respond to student’s CU email address
  Student writes you using yahoo or gmail > reply that you responded to CU email
  Only use your CU email address in correspondence with students – they know that CU email is the official means of communication on campus
  Good practice in referring to individual students in an email is to use name and last 4 digits of SID (CU student identification number)
Use campus’ Large File Transfer service if you are sending someone a spreadsheet with student grades, etc.
FINAL EXAMS
Times/dates automatically assigned by the Registrar’s Office
Students are supposed to let you know by 10th week of classes (10/30 this fall) if they have any issues, e.g.:
  - 3 or more final exams on the same day (last has to accommodate)
  - If 2 exams scheduled at the same time (later class in week has to accommodate)

Sometimes there will be a “massive conflict” (two exams at the same time which affects a LOT of students)
  - Notify the “course scheduler” in your course’s academic unit
  - He/she and I can investigate options for you
  - Need special campus approval if we want to move your entire final exam

GRADES
Getting grades in on time is important; CU uses an online web grading system
Can’t leave a grade blank and submit the rest online, have to submit and post all at once
Incomplete grades / usage and policy
Grade appeals
  - This is an exception to academic policy which follows where the student is rostered
  - Students will come to you first to gain a better understanding of how a grade is assigned (for an assignment, exam, or final grade)
    o Straightforward syllabus helps you with these inquiries/challenges

COURSE ENROLLMENT
Adds, drops, withdrawals
Faculty have ability to authorize late adds to their course (assuming the add wouldn’t violate fire code capacity of room)
  - Notify departmental contact for course to add student X to section Y
Faculty can also authorize early drops for non-attendance . . .
  . . . But cannot authorize drops late in the semester (after 10th week of semester; 10/30 this fall)
    o Refer a student to his/her academic advisor if student is asking about a late drop past the 10th week of semester deadline
In your best interest to make sure at least one mid-term exam or a decent amount of coursework has been completed by the 10th week drop deadline so that students can make informed choices about whether to continue with the class or not
“Withdrawal” is student dropping all classes in a given semester

OTHER STUDENT ISSUES
Family or personal emergencies
Health-related issues (physical, psychological)
Disabilities
  Students approved for accommodation need to present you with paperwork from the Disability Services Office, but you can also work with students informally
Student behavior issues - Office of Student Conduct
Academic dishonesty issues - Honor Code Office
Research misconduct – Office of Student Conduct, Honor Code, possibly Graduate School

AWOL student
- If we can’t track down, we can request a “wellness check” via the Student Support and Case Management (SSCM) Office

Parents

Meetings with students - if you foresee a situation that could be uncomfortable, bring in a third party:
- Student’s professional staff advisor
- Another faculty member
- Mary Steiner if an undergraduate student
- Campus healthcare worker (CAPS counselor, Disability Services counselor)

RESOURCES/SOUNDING BOARDS
FOR STUDENT ISSUES

- Faculty mentor in your academic unit
- Undergraduate Chair or Graduate Chair (and/or associated curriculum committees)
- Department/Program Chair
- Your academic unit might have an ad hoc group of faculty to specifically consult about a particular situation (academic or research dishonesty)
- Professional staff advisor (graduate or undergraduate)
- Karey Sabol (for international students), CEAS Director of International Programs
- Mary Steiner (for undergraduate students), CEAS Assistant Dean for Students
- Dr. Hans Foote, Student Support and Case Management (SSCM) office in the C4C
- Any counselor from the CAPS (Counseling and Psychiatric Services) office in the C4C

RESPONSE YOU MIGHT OFFER TO A STUDENT WHO PRESENTS AN ISSUE

“Have you talked with your academic advisor about this?”