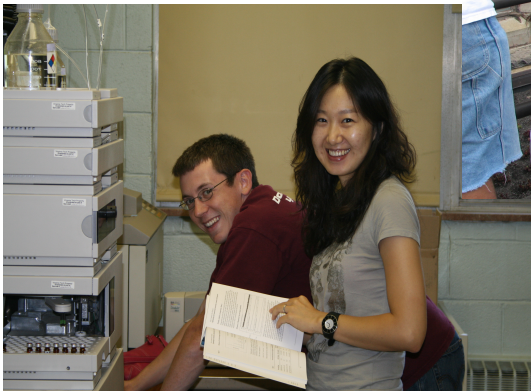


# College of Agriculture and Life Sciences Student Advising Handbook for Faculty



## TABLE OF CONTENTS

CALS Academic Advising Philosophy	6
Advising At Virginia Tech	6
<i>Definition</i>	6
<i>Philosophy</i>	6
<i>Statement of University Responsibility</i>	6
<i>Statement of Student Responsibility</i>	7
<i>Statement of Advisor Responsibility</i>	7
Virginia Tech Principles of Community	7
STUDENTS ARE ~	8
University/College Policy and Procedures	9
Absences	9
<i>Personal Illness:</i>	9
<i>Death/Illness in the Family</i>	9
<i>Attendance of a Professional Conference</i>	9
<i>Student Athlete Competitions</i>	9
Academic Eligibility	9
<i>Academic Probation</i>	9
<i>Academic Suspension</i>	9
Academic Relief	10
Add/Drop	10
Applying for Degree	10
Auditing a Course	10
Change of Major/Minor/Option	10
Course Overload	11
Course Request	11

Course Substitutions	11
Course Withdrawal	12
Courses That Do Not Count Toward Degree	12
Degree Audit Report System (DARS)	12
Double Counting Courses	13
Double Major vs Second Degree	13
FERPA	14
Final Exams	14
<i>Three Exams in one 24 hour period</i>	14
Field Study/Independent Study/Undergraduate Research	14
<i>Field Study</i>	14
<i>Independent Study</i>	14
<i>Undergraduate Research</i>	15
Force-Adds	15
Full Time Status	15
Grade Appeals	16
Grade Changes	16
Grade Mode Changes and Deadlines	16
Graduation, Commencement and Walking in Graduation	16
Holds/Blocked Schedules	17
<i>Orientation Holds</i>	17
Honor Code	17
Incompletes	17
Pass/Fail Grading Option	17
Prerequisites	18
Purged Registration	18
Readmission	18

Repeated Courses	18
Resignations/Withdrawals From the University	19
Scholarships	19
Suspensions	19
Transfer Credit	19
<i>Taking Courses Elsewhere (In the United States)</i>	19
<i>Taking Courses Elsewhere (Outside of the United States)</i>	20
<i>Transfer Credit Problems</i>	20
<b>Advising Special Populations</b>	<b>21</b>
Student Athletes	21
ROTC/Corps of Cadet Students	22
<i>ROTC</i>	22
<i>Corps of Cadets</i>	22
Students Wishing To Study Abroad	23
International Students	24
Identifying and Referring the Distressed Student	25
Students with Disabilities	27
<b>Appendices</b>	<b>28</b>
Resources For Students	28
Academic Relief	30
Thomas E. Cook Counseling Center	30
Virginia Tech Schiffert Health Center	31
Services for Students with Disabilities Office	32
Forms	34
Academic Suspension Appeal Petition	34
Authorization of Transfer Credit - Education Abroad	34

Authorization of Transfer Credit - within the United States	34
Change of Major/Minor	34
Change of option	34
Course Overload	34
Course Withdrawal	34
Disclosure of Student Information	34
Undergraduate Research/Independent Study/Field Study	34
Withdrawal/Resignation Form	34

# College of Agriculture and Life Sciences

## Student Advising Handbook for Faculty

### Advising in CALS

#### **CALS ACADEMIC ADVISING PHILOSOPHY**

It is the philosophy of the faculty and staff in the College of Agriculture and Life Sciences that advising is a collaborative effort between the student and faculty advisor, proactively working toward learning experiences that meet the student's academic and career goals.

#### **ADVISING AT VIRGINIA TECH**

##### **DEFINITION**

Advising at Virginia Tech is a collaborative process between student and advisor leading to the exchange of information that encourages the individual student to make responsible academic and career decisions.

##### **PHILOSOPHY**

Virginia Tech demonstrates a commitment to advising through recognizing and supporting the needs of students and advisors. Each undergraduate student at the University is provided information and assistance, which aids the individual student in making responsible academic and career decisions. Each advisor is provided the necessary tools to respond to student needs and the opportunity to be recognized and rewarded for exemplary advising. Virginia Tech, in support of this philosophy will provide student focused advising and assist students in developing skills that lead them to take active responsibility for the advising process.

##### **STATEMENT OF UNIVERSITY RESPONSIBILITY**

Senior leaders will provide leadership by:

- Reviewing the advising process to assess the impact of the recommendations implemented;
- Providing information for students, advisors, parents, and other constituents that clearly explain responsibilities and expectations related to advising;
- Making information available about advising for all new faculty and appropriate staff;
- Collecting and disseminating information that contributes to effective advising;
- Assisting students in clarification of academic and long term goals;
- Supporting initiatives to enhance the use of technology in advising;
- Providing support for a web based interactive advising support system for students, advisors, parents, and other constituents; and
- Supporting a Virginia Tech plan that would effectively assess, recognize, and reward advising in the annual professional evaluation.

### **STATEMENT OF STUDENT RESPONSIBILITY**

The student shares the responsibility for developing an advising partnership with the advisor. Over time, the partnership results in increased responsibility for the student. The student achieves this by:


- Communicating goals, needs, wants, and concerns to the advisor in a respectful and sincere manner;
- Keeping abreast of their own academic progress and requirements related to their academic program;
- Making, keeping, and being prepared for appointments with advisor;
- Informing the advisor of changes in plans and/or circumstances that might impact academic performance;
- Knowing departmental procedures for changing advisors; and
- Bringing concerns regarding quality of advising to the attention of the advisor


### **STATEMENT OF ADVISOR RESPONSIBILITY**


The advisor shares the responsibility for developing an advising partnership with undergraduate students. This is achieved through the advisor:


- Communicating with students and delivering individualized and accurate information in professional sincere manner;
- Being informed of, and providing accurate information about current academic policies and procedures;
- Keeping appointments and being available for assistance;
- Providing appropriate referrals, contacts, and information;
- Doing appropriate follow-up with students; and
- Seeking out and taking advantage of opportunities for professional development.


### **VIRGINIA TECH PRINCIPLES OF COMMUNITY**

 We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.

 We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.

 We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.

 We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.

 We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of Ut Prosim (That I May Serve).

## *STUDENTS ARE ~*

*~ the most important people on campus.*

*~ not cold enrollment statistics but flesh & blood human beings with feelings & emotions like our own.*

*~ not people to be tolerated so that we can do our own thing. **THEY ARE OUR THING.***

*~ not dependent on us ~ rather we are interdependent.*

*~ not an interruption of our work, but the purpose of it.*

*Together, we all are needed to have an institution.*



# UNIVERSITY/COLLEGE POLICY AND PROCEDURES

## ABSENCES

Students are expected to attend class. Most professors will state their attendance policy on the first day of class or on their course syllabus. In the event that a student cannot attend class, especially on a day in which an exam, quiz, assignment is scheduled, there are ways to present the instructor with a verified absence.

### PERSONAL ILLNESS:

In the event of an illness, the student must attend Schiffert Health Center. Schiffert then sends documentation to the Associate Dean of Academic Programs. This office will communicate with all of the student's instructors indicating that the student had a verifiable absence for illness.

### DEATH/ILLNESS IN THE FAMILY

In the event of a death or illness in the family, the student should contact the Dean of Students, 540-231-3787 or <http://www.dos.vt.edu/> . This office will verify the situation and send communication to the Associate Dean of Academic Programs in Litton-Reaves. The Associate Dean's office will then send communication to all of the student's instructors indicating that the student had a verifiable absence.

### ATTENDANCE OF A PROFESSIONAL CONFERENCE

Verification of absence for a professional conference should be done through the student's department.

### STUDENT ATHLETE COMPETITIONS

When the student is scheduled to miss class due to an athletic competition, the student should ask his/her Athletic Advisor to send communication regarding the days of competition to the Associate Dean of Academic Programs. This office will then send communication to all of the student's instructors indicating that the student had a verifiable absence.

!! It should be noted that the instructor has prerogative to provide make-up exams, quizzes, and allow a student to turn in assignments upon an absence. A verified absence does not automatically ensure that the student will be allowed to make up any work.

## ACADEMIC ELIGIBILITY

Students are required to maintain a minimum, cumulative, overall GPA of 2.0 to stay in school.

### ACADEMIC PROBATION

Students who do not maintain the required GPA are first placed on **Academic Probation** for one semester. During academic probation, the student is allowed to enroll at classes at Virginia Tech. If the student elects to take classes elsewhere during a period of **Academic Probation**, the courses can transfer back to Tech provided appropriate policies and procedures are followed and met.

### ACADEMIC SUSPENSION

If a student's GPA remains below a 2.0 after a semester of Academic Probation, the student is then placed on Academic Suspension. During Academic Suspension, the student is not allowed to enroll in classes at Virginia Tech. Any classes taken elsewhere cannot be transferred back to Tech either. The first time a student is placed on Academic Suspension, the student is prohibited from enrolling at VT for one semester. The second time, two semesters, and the third time, the student is not allowed to return to VT. This policy is outlined in the Undergraduate Catalog, <http://www.undergradcatalog.registrar.vt.edu/> .

Students who are placed on Academic **Probation or Suspension** will receive a letter from the Associate Dean of Academic Programs office outlining that a hold will be placed on their account by the college until they meet with their academic advisor. A copy of the letter is also sent to the student's advisor.

!! Some departments will place a hold on the student's account until the student meets with his/her advisor to ensure that the student realizes the consequences of the probation or suspension and to inform the student of appropriate resources to help them with academics.

## **ACADEMIC RELIEF**

Students may request Academic Relief on the basis of three different situations: documentation of a significant psychiatric or psychological problem, documentation of a significant medical problem, or documentation of a significant learning disability or attention deficit disorder. The three offices that review requests for academic relief are Cook Counseling Center, Schiffert Health Center, and the Services for Students with Disabilities office respectively. Each has very specific guidelines for the process of requesting academic relief each of which is provided in the Appendices of this handbook. Please read the guidelines very carefully when assisting a student with his/her request.

## **ADD/DROP**

Dates for adding and dropping courses are given on the timetable of classes and on Hokie Spa. Students can add classes up until the 5th day of class in a semester (3rd day for summer) Dropping a class without penalty is available until the end of the sixth week into the semester (end of second week in summer sessions). If the student drops courses before the deadline to drop without penalty, the class does NOT show on the student's transcripts. There is no record that the student was ever enrolled in the class. Adding and dropping can be done on Hokie Spa → Registration and Schedule.

If a student wants to drop a class after the deadline without penalty, the student must withdraw from the class. The policy for this is found under Withdrawing from a Course.

## **APPLYING FOR DEGREE**

All students should apply for degree no later than the first semester of their junior year or four semesters before their expected graduation date. This is done on Hokie Spa → Degree Menu → Undergraduate Student Degree Menu → Application for Degree.

Students who anticipate that their graduation date will change can always go back into Hokie Spa and change their graduation date. Students who do not complete their degree requirements for the semester in which they have applied must return to the Hokie Spa and change their graduation date.

## **AUDITING A COURSE**

A student may audit a course with the instructor's permission. Typically the course is on the transcript but the student does not earn credit or a grade for the course. Students add the course via Hokie Spa as they would any other course but choose "Audit" from the grade option menu. An auditor may not add the audited class after the last day to add classes.

## **CHANGE OF MAJOR/MINOR/OPTION**

Students can change their major, minor, change options within their major, add minor(s), and change or drop options. This can be done within the college and outside of the college provided the department or college in which the student is interested in does not have any restrictions. A student should always explore and research the department to which he/she wishes to change to learn of any restrictions or specific rules for changing majors.

For example within the College of Agriculture and Life Sciences, the HNFE department is restricted and students must demonstrate specific grade qualifications to change their major into that department. The Biological Sciences Department in the College of Science only allows change of majors during a one week period in the fall and spring semesters. It is the student's responsibility to learn of these types of restrictions.

Virginia Tech also has a policy regarding students changing their major, “Undergraduate students must be enrolled in their major(s) [and minor(s)] of choice prior to the beginning of their senior year, or by the time they have 30 semester hours to complete before their graduation. Students seeking double majors must be accepted into the second major by the academic department before the university can award the second major.” (VT Undergraduate Course Catalog, 2010-2011).

Also, from the VT Undergraduate Catalog, “Students should submit their applications for changing majors or adding minors two weeks prior to the start of each semester's registration period. This will allow students adequate time to assess their situations before deciding to transfer and registering for the following term.” Some departments do not allow change of majors to occur during course request or at other times of the semester. The student should research this and be aware of when he/she is allowed to change/add majors, minors and options.

The process for changing majors or changing/adding minors within the CALS is as follows:

The student picks up a change of major form in 1060 Litton-Reaves or obtains online, [http://www.cals.vt.edu/students/current/documents/ChangeofMajor-Minor\\_001.pdf](http://www.cals.vt.edu/students/current/documents/ChangeofMajor-Minor_001.pdf) . The student completes the form and takes it to his/her advisor in the department in which he/she wishes to change.

One exception is the HNFE. This department has very specific instructions for changing into their department which are found on their website, <http://www.hnfe.vt.edu>

## **COURSE OVERLOAD**

Students in CALS who wish to take more than 19 credits in one semester (9 during the summer), must complete a Course Overload form, found at [http://www.cals.vt.edu/students/current/documents/CourseOverload\\_002.pdf](http://www.cals.vt.edu/students/current/documents/CourseOverload_002.pdf) . The student must obtain a signature from their advisor on this form and then take it to 1060 Litton Reaves for the Associate Dean of Academic Programs' review and signature. Completing the form does not guarantee permission to take more than 19 credits - ***please read all instructions on the form.***

***Once permission has been granted for course overload, the student is responsible for adding all desired courses onto his/her schedule. If force adds are needed, the student must follow appropriate procedures for forcing adding the class.***

## **COURSE REQUEST**

Course request occurs during the 9th week of the semester for one week, and during this time, students can REQUEST sections of courses via online request system on Hokie Spa. It is important that students realize that they are requesting courses and this does not guarantee that they will obtain a seat in a particular section of a course or the course at all. If the student did not get courses desired/needed, they can adjust their schedule as needed when drop/add opens later in the semester, however, they are still not guaranteed to get the courses they need.

Students cannot request courses during course request if there is a hold on their account. Therefore it is the student's responsibility to determine if there are any holds on the account and to take care of the hold.

Also, per University Catalog, students should submit their applications for changing majors or adding minors two weeks prior to the start of each semester's registration period. This will allow students adequate time to assess their situations before deciding to transfer and registering for the following term.

## **COURSE SUBSTITUTIONS**

Substituting courses is handled through each individual department. Typically the student and his/her advisor will work together to determine which, if any, course substitutions can be made. The procedure for completing course substitutions is also done via each individual department.

## **COURSE WITHDRAWAL**

The Course Withdrawal Policy is designed for students who are struggling with a course in which they find themselves ill-prepared or for other extenuating circumstances (eg, a student has changed majors and no longer needs a course for graduation requirements). Presidential Policy 196 allows currently enrolled students to designate a course status of "Course Withdrawn".

***A maximum of six hours (6) may be dropped beyond the normal six week drop deadline date during a student's academic career at Virginia Tech subject to the following stipulations:***

1. This option may be exercised up through the Friday of the last full week of classes of each term, prior to a student's scheduled graduation.
2. Students must formally request to drop a course by the last regular day of classes in the semester in which they are enrolled in it.
3. Courses from which a student withdraws under the terms of this policy will appear on their transcript with a **W**. The W signifies that this policy was invoked and does not reach the rationale for its use. The reasons for use remain the student's responsibility.
4. A student decision to invoke this policy is irrevocable and unappealable.
5. Withdrawals under this policy may not be employed to reduce or obviate any penalty otherwise accruing to students under the University's Honor system.
6. Students may request withdrawal from any course irrespective of the evaluation earned in it up to the point of their request for withdrawal.
7. Students already enrolled when this policy takes effect who have exercised their option to use the existing Freshman Rule shall not be eligible to use this policy.

To exercise this option, students must complete the Course Withdrawal form found at [http://www.cals.vt.edu/students/current/documents/CourseWithdrawal\\_005.pdf](http://www.cals.vt.edu/students/current/documents/CourseWithdrawal_005.pdf) . The student must then obtain their advisors signature and then take the form to 1060 Litton-Reaves for approval and processing.

It is recommended that advisors be prepared for a large number of students requesting to meet for signature on the last afternoon that this policy is available to them. If advisors will not be available on the last day in which course withdrawal can be requested, please notify them.

## **COURSES THAT DO NOT COUNT TOWARD DEGREE**

The following courses do not count toward degree requirements:

- UNIV 1004 College Success Strategies
- UNIV Cadet Success Strategies
- Credits taken to fulfill Foreign Language Graduation Requirements
- Any more than 2 credits taken from HNFE 1XXX Activity classes

## **DEGREE AUDIT REPORT SYSTEM (DARS)**

The Degree Audit Report System (DARS) is a tool that is used by the Registrar's office and should be used by the student and advisor to determine if and how much of degree requirements are complete. To be able to use DARS, the student must first apply for degree, done on Hokie Spa → Degree Menu → Undergraduate Student Degree Menu. After the application for degree goes through, a DARS can be run using the same menu.

DARS will indicate which classes have been completed with a green check. Course that are “In Progress” (IP) are included in the audit but are noted IP next to classes that the student is currently enrolled in.

DARS will also provide the student with other information including in Major GPA, overall GPA, total number of credits completed.

Free electives always have a red X next to them. This does not mean that free elective credit requirements have not been completed. Rather, the total number of credits should be assessed to determine if free elective credits are complete.

## DOUBLE COUNTING COURSES

Some courses can at times double count for dual purposes. For example a course may possibly be listed as a requirement for a minor and also listed as a course that can be taken for one of the Areas of the Curriculum for Liberal Education. In this instance the one course can count for both requirements.

Classes listed in the Curriculum for Liberal Education can **sometimes** double count. If a class is listed as fulfilling an Area 7 and another Area, the one class can count for both Areas. However, if a class is listed as an Area 6 and another Area, it can only count for one or the other Areas - not both.

## DOUBLE MAJOR VS SECOND DEGREE

Degree requirements for a **DOUBLE MAJOR**: Student must complete all course work required for both majors **and** the minimum number of credits for their major (primary or major that requires the most number of credits for graduation). Completion of degree requirements and diploma conferral date for both majors are in the same semester.

Student responsibilities:

1. The student must complete a Change/Add Major or Minor form. This must be signed by the appropriate person in the department and then brought to 1060 Litton-Reaves for processing.
2. The student must also apply for double major on Hokie Spa on the degree application menu.
3. The second major must be added before the student’s senior year at VT.

Of note:

- The student is awarded a diploma for the primary major and a certificate for the secondary major. Each major is acknowledged separately on the student’s transcripts.
- Adding a second major may add additional course work and delay graduation.
- Advisors for the second major can be assigned on paper and entered in Banner but only the advisor for the first major will have access to the student’s academic records on Faculty Access.

Degree requirements for a **SECOND DEGREE (DUAL DEGREE)**: Student must complete all course work for both majors and an additional 30 credit hours above the minimum number of credits of first degree.

Requirements for both degrees can be completed in the same semester, however they do not have to be completed in the same term. If they are not completed in the first term, the primary major must be completed first. If the second major is completed first, the student must complete a change of major form and place the completed degree as the primary major.

Student’s Responsibilities:

1. The student must complete a change of major form found in 1060 Litton Reaves. This must be signed by the appropriate person in the department and then brought to 1060 Litton Reaves for processing. If the second major is in a different college, then the student adds the major and must obtain signatures from both departments and colleges.
2. The student must also declare both majors on Hokie Spa on the degree application menu.

3. The second degree must be added before the student's senior year.

Of note:

- The student is awarded a diploma for each degree completed.
- Advisors for the second major can be assigned on paper and entered in Banner but only the advisor for the first major will have access to the student's academic records on Faculty Access.
- If requirements are finished in one semester and the student wants to participate in the May graduation ceremonies of only one major, he/she can designate on Hokie Spa which ceremony they will participate in so they can receive both diplomas in one envelope.

## **FERPA**

The Family Educational Rights and Privacy Act of 1974 is intended to grant all students certain rights regarding their educational records. Essentially no person employed at the University is allowed to give a student's academic information to anyone unless the student has given them permission to do so.

The FERPA disclosure is now located on Hokie Spa → FERPA. The student provides the names of persons to whom faculty/staff can disclose academic information AND the person who is allowed that information must provide a "code" that the student has entered on the online form.

The Commonwealth of Virginia requires that tax dependent students release their academic information to their parent/guardian. This is allowed under the guidelines of FERPA. The student must indicate if he/she is tax dependent to someone on the online FERPA form.

Some departments also require the student to complete a paper form of FERPA that is kept in the student's records

## **FINAL EXAMS**

### **THREE EXAMS IN ONE 24 HOUR PERIOD**

If a student learns that he/she has three final exams in one 24 hour period, that student can request to have one of the exam times changed. The process for requesting this is:

Complete the **Change of Exam for 3 in 24 Hours** form which is found in 1060 Litton Reaves.

Obtain approval to reschedule the exam from the Academic Programs Office in 1060 Litton-Reaves. This approval must be obtained first. The student then takes the form to the instructor to request the exam change. The agreeable exam change is documented on the form with the instructor's signature. The student then returns the form to 1060 Litton Reaves.

## **FIELD STUDY/INDEPENDENT STUDY/UNDERGRADUATE RESEARCH**

### **FIELD STUDY**

Field Study (X964) courses are work experiences approved by some departments and are selected to augment traditional classroom activities. The student is evaluated on the knowledge and skills acquired as a result of the experience. Emphasis is placed on the academic and practical value of the work. The student must follow the rules and policies of their department; the department may have specific forms that the student must complete for the course. Students can enroll in this class via Hokie Spa during course request or Drop/Add. Only grades of Pass/Fail can be assigned for Field Study.

### **INDEPENDENT STUDY**

Independent Study (X974) courses generally involve extensive reading and tutorial sessions with the faculty supervisor and also may involve written papers. The subject of Independent Study usually is a continuation in greater depth of a topic covered in a regular course, allowing students to study topics of particular individual interest. Students cannot enroll in this via Hokie Spa. They must be enrolled by the department through which

they are working. The student completes the Virginia Tech CALS Undergraduate Research/Independent Study/Field Study Authorization found either at <http://www.cals.vt.edu/students/current/documents/UndergradresearchIndStudyForm9-3-10.pdf> or in 1060 Litton Reaves. The student must obtain approval and signatures from the Instructor who will supervise the project, the student's advisor and the student's department head. The department then processes the form and adds the student to the course. The form is then sent to the Associate Dean of Academic Programs. Grades of either A-F or Pass/Fail can be assigned for Independent Study.

### **UNDERGRADUATE RESEARCH**

Undergraduate Research (X994) courses are individual research projects carried out by students under faculty supervision. The student defines the research topic, proposes a methodology, carries out the research, and writes a report. Students cannot enroll in this via Hokie Spa. They must be enrolled by the department through which they are working. The student completes the Virginia Tech CALS Undergraduate Research/Independent Study/Field Study Authorization found either at <http://www.cals.vt.edu/students/current/documents/UndergradresearchIndStudyForm9-3-10.pdf> or in 1060 Litton Reaves. The student must obtain approval and signatures from the Instructor who will supervise the project, the student's advisor and the student's department head. The department then processes the form and adds the student to the course. The form is then sent to the Associate Dean of Academic Programs. Grades of either A-F or Pass/Fail can be assigned for Undergraduate Research.

If any of these courses are taken Pass/Fail, student must consider how many credits will be taken pass/fail as no more than 10% of VT credits can be taken pass/fail.

### **FORCE-ADDS**

A student can be force-added into a class 1) if the class section is full and the instructor is agreeable to allowing the student in the course anyway or 2) if the class section has restrictions (prerequisites, majors only, etc.) and the instructor or department is agreeable to the student taking the class anyway.

The procedure for force-adding a class is as follows:

4. The student should obtain a pink force-add slip form from their department.
5. Students take the force-add slip to either the instructor of the course for permission and signature OR to a departmental representative.
6. Once the force-add form is signed, it should be taken to the departmental office for processing.

The student should give the office ample time to process, but if the course is not showing on the class ticket after sufficient time, the student can contact the office to inquire about the force-add.

### **FULL TIME STATUS**

A student is considered full time when he/she is enrolled in a minimum of 12 credit hours in the fall/spring semesters and 6 credit hours in each summer term. While the University does not require a student to be full-time, other offices/programs do such as Financial Aid, NCAA, and Housing. Other ramifications of being part-time status may include not qualifying for insurance coverage under the parents' insurance (e.g. auto, health, etc).

Students who are not enrolled full-time may have a delayed graduation date. Any student who wishes to enroll part-time should discuss all consequences with his/her advisor.

## GRADE APPEALS

If a student has a disagreement about a grade assigned for a course and feels the grade was assigned in a prejudiced or capricious manner, the student should first discuss the grade with the instructor of the course. If the issue is not resolved at this point, the student should be referred to the instructor's department head. If the issue is not resolved at this point, the student should be referred to the Associate Dean of Academic Programs.

## GRADE CHANGES

Grade changes are completed by the instructor and given to a departmental representative to process. The department head and then the associate dean review and approve the change via an online electronic signature.

## GRADE MODE CHANGES AND DEADLINES

Changing grade mode from

*A/F to Pass/Fail* change can be done until the last day to drop without deadline for that semester.

*Pass/Fail to A/F* can be done until the last day for a student to resign without penalty for that semester.

Up until the last day to ADD a class, the student can do change Grade Mode on Hokie Spa → Registration and Schedule. However, after the last day to add a class, the student must come to the Associate Dean of Academic Programs office in 1060 Litton-Reaves to request Grade Change Mode. After the deadlines noted above, if a student wishes to change grade mode, the student must meet with the Associate Dean of Academic Programs. These requests are rarely, if ever, approved.

## GRADUATION, COMMENCEMENT AND WALKING IN GRADUATION

All students should apply for graduation no later than the first semester of their junior year. Students apply for their degree via Hokie Spa → Degree Menu.

Students can subsequently request a DARS (Degree Audit Reporting System) through Hokie Spa.

Students who do not complete their degree requirements in the semester for which they have applied for graduation must return to the degree application on Hokie Spa and change their graduation date.

Students who complete their degree requirements in the spring semester walk in the May commencement ceremonies and students who complete their degree requirements in the fall semester participate in December commencement ceremonies.

Students who will complete their degree requirements in first or second summer sessions must contact their major department to request to "walk" in the May commencement ceremonies if they wish to do so. A Permission to Walk form is found on the CALS webpage <http://www.cals.vt.edu/students/current/StudentForms.html> in the spring semester. This form must be turned into 1060 Litton-Reaves by the deadline noted on the form.

Information for students and parents regarding the commencement exercises are posted on the college's webpage every spring, approximately four to six weeks before graduation. This information will include when and where students should report, when and where parents can enter the Coliseum, etc. More information can be found on <http://www.vt.edu/commencement/>

**!!** Students who are taking courses elsewhere during their final semester at VT have 30 days after the commencement date to transfer courses back to VT and graduate in that semester.



!! Students who have an Incomplete in a course in the final semester at VT have until 30 days after commencement to complete their coursework and have the grade change processed to graduate in that semester.

Students not cleared for graduation in the 30 days after their declared graduation date will not longer be eligible for graduation on that declared date and must apply again for their degree through the Registrar's office. When the student participates in graduation ceremonies, the envelope that would normally contain the diploma is empty. If the student is cleared for that semester, the diploma is mailed to the student.

## **HOLDS/BLOCKED SCHEDULES**

If a student has a HOLD placed on his/her account, the reason for the hold can be found on the student's account on Hokie Spa. Only the person/office that has placed a HOLD on a student's account can remove the HOLD. Therefore, to have the hold removed, the student must resolve the issue with the particular office that placed the hold in the first place. A HOLD precludes the student from course request and add/dropping courses.

Reasons for a HOLD on an account include, but are not limited to outstanding library fees, parking fines, infirmity fees, honor code violations, and lack of health history form on file with Schiffert Health Services.

Departments can also place holds on a student's account for various reasons.

### **ORIENTATION HOLDS**

As soon as students are batch registered into their classes the college places a "College" hold on all new students' schedules. These holds are removed by the college up until orientation. However, some departments will place a departmental hold on the students' accounts until the students have met with someone in the department to finalize the student's schedule.

## **HONOR CODE**

The University Honor System is upheld in all classes in the College of Agriculture and Life Sciences. This website explains VT's Honor System, <http://www.honorsystem.vt.edu/> It is student run so any interested student can become involved also.

## **INCOMPLETES**

An Incomplete grade can be assigned for a student who is unable to finish all necessary coursework due to legitimate circumstances, such as illness, death in the family, etc. When a student is assigned an Incomplete, he/she has the next full semester to complete the coursework. If an Incomplete is earned in the fall semester, the student must complete coursework by the end of the spring semester. If an Incomplete is earned in the spring semester, the student must complete coursework by the end of the fall semester. If an Incomplete is earned in either summer terms, the student must complete coursework by the end of the fall semester.

Once the student does complete coursework in the necessary time frame, the Instructor must complete a Grade Change form. Assigning an Incomplete and allowing a student the next term to complete any coursework is the prerogative of the Instructor.

If the student still has not completed the necessary coursework after the next full semester, the Incomplete automatically reverts to a Failing grade.

## **PASS/FAIL GRADING OPTION**

Only courses that are **NOT** degree requirements can be taken pass fail. Also, only students who have completed 30 credit hours or have a cumulative GPA of 2.0 or above may take a course pass/fail. This policy does not apply to courses that are offered only with pass/fail option.

Pass/fail grade option can be completed by the student on Hokie Spa until the last day to add classes. For grade mode changes done after the last day to add, please see the section on Grade Mode Changes and Deadlines.

No more than 10% of VT credits can be taken Pass/Fail. This is an important consideration for transfer students who typically have less than 120 credits taken at Tech.

## **PREREQUISITES**

It is up to each department to reinforce prerequisites. Departments can request that the Registrar's office also reinforce prerequisites with the online course registration/add-drop.

## **PURGED REGISTRATION**

A student's schedule may be purged (removed from the system) for non-payment of fees. Purging of a schedule does not eliminate the student's financial obligation of tuition and fees to the University.

If a student's schedule has been purged, he/she must come to Associate Dean of Academic Programs office in 1060 Litton Reaves to request his/her schedule be reinstated.

## **READMISSION**

Students who leave VT in good academic standing (GPA >2.0) are able to course request via Hokie Spa at any time provided the student does not have holds on his/her account.

Students who are returning to Virginia Tech with a GPA <2.0 need to be informed that they should meet with someone in the Associate Dean's office to discuss their plans for academic success. Students of whom the Associate Dean's office is aware that they are able to return from suspension will be sent a letter informing them of course request dates and a recommendation that the student meet with the Coordinating Counselor in their department.

Students who have graduated from VT and wish to return to complete a second degree can enroll in classes via Hokie Spa, but when they do so, they are enrolling as a student in the department from which they completed their degree. Once enrolled in courses, they must complete appropriate paperwork and processes to change their major to the second degree they wish to complete. They must be aware of any restrictions of the second major as this may impede their ability to change their major to the second major.

## **REPEATED COURSES**

If a student has earned a grade of "C" or better in a course, the course can NOT be repeated for an improved grade. The second assigned grade of "A-D" automatically changes to a "Pass" when the Degree Audit Report system detects a repeated course with a grade of "C" or better.

If a student has earned a grade of "C-" or less, the student can retake the course for an improved letter grade. Both grades are factored into the student's cumulative GPA, however the credits for the repeated class will not be included in the credit hours required for graduation.

Students who fail a course at Virginia Tech and want to retake that course at another college or university need to discuss this with their advisor and confirm with them that this is a viable option for retaking a course. Points that the advisor needs to consider in advising the student include:

- If the course being repeated is included in the student's in-major GPA does the student need to repeat it here in order to improve the in-major GPA?
- What are the department's requirements for repeating failed courses? Does the department require that the course only be taken or retaken on this campus?

- Is the repeating of this course on campus needed in order to improve the student's overall GPA? If the student takes it elsewhere only transfer credit will be awarded to the student; the grade does not transfer.

After discussing these issues with the advisor and the advisor agrees the student can repeat the course at another school, the student also needs to complete the "Authorization to Take Courses Elsewhere" process.

## RESIGNATIONS/WITHDRAWALS FROM THE UNIVERSITY

**Withdrawal** is withdrawing from all courses **through** the first day of classes.

**Resignation** is withdrawing from all courses **after** the first day of classes.

Both require the Resignation/Withdrawal form found [http://www.cals.vt.edu/students/current/documents/Withdrawal-ResignationForm\\_000.pdf](http://www.cals.vt.edu/students/current/documents/Withdrawal-ResignationForm_000.pdf)

## SCHOLARSHIPS

Information about college issued scholarships can be found on the CALS website: <http://www.cals.vt.edu/students/scholarships.html> Students should check the deadline for application each spring.

Inquiries about departmental-issued scholarships should be directed to each department.

## SUSPENSIONS

When a student is suspended from the University for academic or disciplinary reasons, the student is not allowed to enroll in courses at VT. The student is also not allowed to transfer any courses taken elsewhere during the period of suspension back to VT.

## TRANSFER CREDIT

### TAKING COURSES ELSEWHERE (IN THE UNITED STATES)

Courses taken elsewhere can transfer for Virginia Tech credits provided the student has completed three things:

1. The student must determine if the course is equivalent to the Virginia Tech course. This can be done by looking up the course on the Transfer Equivalency Database. If the course does not transfer equivalently to any VT course, it may be able to come in as a free elective. Occasionally the department representative may allow a course that does not come in as a specific VT course to be substituted for a required course. The department must then complete a substitution form.
2. The student must complete an Authorization of Transfer Credit form found at [http://www.cals.vt.edu/students/current/documents/AuthorizationofTransferCredit-withintheUnitedStates\\_009.pdf](http://www.cals.vt.edu/students/current/documents/AuthorizationofTransferCredit-withintheUnitedStates_009.pdf) This form should be signed first by the appropriate advisor in the student's department. Then the form is brought to 1060 Litton-Reaves (some departments keep the form and send to Litton-Reaves, e.g. HNFE) for processing.
3. The student must earn a minimum of a "C" in the course taken elsewhere for the credits to transfer, AND the student must arrange for the other University/College to send the transcripts to the Registrar's office at VT.

It is important for the student to realize that when a course is taken elsewhere the credits transfer but the grades do not.

A student can determine if a course has been awarded transfer credit within Hokie Spa → Grade Menu → Transfer and Other Additional Credit.

A student who is on Academic Probation can receive credit for courses taken elsewhere. A student on Academic Suspension may not receive credit for course work taken at another college or university during any period in which the student has been placed on suspension by VT for academic or disciplinary reasons.

### **TAKING COURSES ELSEWHERE (OUTSIDE OF THE UNITED STATES)**

Please see Section on Advising Special Populations, Students Wishing to Study Abroad

### **TRANSFER CREDIT PROBLEMS**

If students have problems with transfer credits, they should contact the Coordinating Counselor of their department.

## ADVISING SPECIAL POPULATIONS

### STUDENT ATHLETES

The NCAA dictates the continuing eligibility requirements for student athletes. These eligibility requirements for all athletes are monitored by the Athletic Department. Every student athlete is assigned to an advisor in the Student Athlete Academic Support Services Office located in Cassell Coliseum. These advisors are available to work with a student's academic advisor. Any questions about student athlete's eligibility requirements should be directed to their assigned advisor in the Student Athlete Academic Support Services Office. The advisors are assigned according to the sport that the student participates in. Please feel free to contact any of these advisors with questions about student athletes.

Many athletes are required to meet with their advisor each semester to review and sign off on the courses they intend to course request for the next semester.

Athletes are also strongly encouraged to block their schedules for practice times. They may need assistance with their schedules do avoid practice times. Of course, sometimes this will be impossible and academics takes priority over athletics.

ATHLETIC ADVISOR	CONTACT INFORMATION	SPORTS
Jermaine Holmes Director Student Athlete Academic Support Services	<a href="mailto:jeholmes@vt.edu">jeholmes@vt.edu</a> 231-6165	Men's and Women's Track and Cross Country
Mike SwanHart	<a href="mailto:Swanhart@vt.edu">Swanhart@vt.edu</a> 231-6165	Men's And Women's Swimming and Diving Men's and Women's Tennis Men's Soccer Baseball
Katie Cross	<a href="mailto:kammons@vt.edu">kammons@vt.edu</a> <a href="tel:231-6165">231-6165</a>	Men's and Women's Basketball Women's Volleyball
Sarah Armstrong	<a href="mailto:sarmstrong@vt.edu">sarmstrong@vt.edu</a> 231-6165	Football
Gregory Beatty	<a href="mailto:gbeatty@vt.edu">gbeatty@vt.edu</a> 231-6165	Football

## ROTC/CORPS OF CADET STUDENTS

Some students are members of the Corps of Cadets and ROTC. Students who join an ROTC program are also required to join the Corps of Cadets. A student may choose to join the Corps of Cadets but is not required to join ROTC. These students participate in the Civilian Track Program. ROTC is a program designed to prepare and commission graduates as officers in the military. There are three different programs of ROTC: Army, Navy/ Marine Corps, and Air Force.

### ROTC

Students who are enrolled in the ROTC have additional advising and course requirements beyond that of their departmental requirements. They are required to take ROTC credits (courses and labs). Some of these credits may apply to degree requirements depending on the major/minor. At times, ROTC students may also be required to take a course (e.g. Physics) due to the requirements of the branch of military. This is a requirement of the ROTC program and the student has to take the course(s) regardless of departmental requirements. These credits can likely count as free electives for the students. These students are also required to meet with their departmental advisor each semester in which their plan of study and course request must be approved by his/ her major advisor. The advisor's signature is required and the student must take the signed plan of study back to his/her military advisor. Students in the Corps of Cadets are also required to participate in physically demanding training.

### CORPS OF CADETS

All cadets must take Corps Lab which is on Thursday afternoons from 3:30-4:45p.m. (MGT 2944 for freshman through juniors and MGT 4944 for seniors). If they must take another class that is only offered during this time and must be taken that particular semester, they have to obtain a Corps Lab waiver first. Civilian Track cadets (non-ROTC cadets) also take a lab on Tuesday afternoons from 3:30-4:45p.m. and the same requirements for a waiver apply. This class is currently being accredited so the course number is not yet available.

Be aware when advising freshman student in the Corps of Cadets that first semester new cadets may not leave the Corps and change to civilian student status until after the last day to drop a class without penalty (after six weeks of class). If they leave the Corps during the first six weeks they must leave the University until the Spring Semester. This is a policy of the BOV. After the first six weeks, freshmen can transfer to civilian student status. Upperclassmen in the Corps may request a change to civilian student status at any time.

If an advisor is ever concerned about a corps of Cadet student, please call any of the appropriate contacts below. Give the student's name and their class ranking (ex. freshman, sophomore, etc) and you will be directed to their ROTC instructor or their Deputy Commandant.

BRANCH OF MILITARY	CONTACT INFORMATION
AIR FORCE ROTC	<a href="mailto:usaf@vt.edu">usaf@vt.edu</a> 231-6404
ARMY ROTC	<a href="mailto:rotc@vt.edu">rotc@vt.edu</a> 231-6401
NAVAL/MARINE CORPS ROTC	<a href="mailto:usnavy@vt.edu">usnavy@vt.edu</a> 231-7883
CORPS OF CADETS	<a href="mailto:corpsofcadets@vt.edu">corpsofcadets@vt.edu</a> 231-6413

## STUDENTS WISHING TO STUDY ABROAD

TYPE	WHERE ARE THEY ENROLLED?	WHAT STUDENT AND ADVISOR NEED TO DO:
BI-LATERAL AGREEMENT EXCHANGE	<p>Students enroll at the foreign school they will attend</p> <p>Students pay tuition at Virginia Tech.</p> <p>Semester enrollment at Virginia Tech will be: IS 3944 International Enrollment.</p>	<ul style="list-style-type: none"> <li>Decide classes student needs to take here at VT for the next semester. (Sometimes it is a good idea for student to apply for graduation if they have not done so and have a DARS to determine degree requirements left to finish)</li> <li>Find classes at the exchange institution that could be equivalent courses at VT.</li> <li>Complete the Authorization to Take Courses Elsewhere Form including having someone from the Education Abroad Office sign form. They are located in the Pack Building at 526 Prices Fork Road (corner of Toms Creek Road and Prices Fork Road).</li> <li>Have a transcript sent to the University Registrar when the education abroad experience is finished. Students should request that the host institution sends a transcript to the Registrar's Office even if the student is required to order an extra and pay for it. Transcripts sent to student's homes cannot be accepted as official if the student has opened the envelope</li> </ul>
DIRECT ENROLLMENT - EDUCATION ABROAD AT ANOTHER INSTITUTION THAT DOES NOT HAVE A BI-LATERAL AGREEMENT.	<p>Student enrolls at the education abroad institution (These institutions can be US based schools sponsoring education abroad programs that accept transient student enrollment.</p> <p>Student pays tuition at the other institution.</p>	<p>Decide which classes student needs to take here at VT for the next semester. (Sometimes it is a good idea for student to have a DARS run if they are a junior)</p> <p>Find classes at the exchange institution that could be equivalent courses at VT</p> <p>Complete the Authorization to Take Courses Elsewhere Form</p> <p>Have a transcript sent to the University Registrar when the education abroad experience is finished. (See details above on transcripts)</p>
EDUCATION ABROAD COURSE(S) OFFERED THROUGH VIRGINIA TECH (THIS INCLUDES ENROLLMENT IN SEMESTER AT CESA [CENTER OF EUROPEAN STUDIES ABROAD] AT RIVA SAN VITALE SWITZERLAND)	<p>Student enrolls at VT</p> <p>Student pays tuition to VT</p>	<p>Decide how the credits will fulfill requirements for the student's degree here at VT.</p> <p>No other action is needed unless the advisor agrees the course taken is substitution for a required course for the degree.</p>

For Further information on Education Abroad Programs, students can contact:

Office of International Research,  
 Education and Development Pack Building  
 526 Prices Fork Road, room 131  
 231-5888

[vtabroad@vt.edu](mailto:vtabroad@vt.edu)

<http://www.oired.vt.edu>

## INTERNATIONAL STUDENTS

International students offer an aspect of diversity that contributes to the enrichment of our University. The main support for international students on complex federal and state regulations concerning immigrations, travel, and employment regulations is Cranwell International Center. Cranwell is located on West Clay Street and overlooks the tennis court on Washington Street.

Before international students make any changes in their academic standing, courses in which they are enrolled or changes of major, minor or options they should discuss the implications of those changes with Kim Beisecker, Belinda Pauley or Marilyn Woolard at Cranwell International Center to be sure they are not jeopardizing their immigration status in the United States. See Referral Information.

### Strategies for Effective Communication with International Students

- Set individual at ease; try to make personal contact.
- Determine who the person is and where they are coming from, i.e. how they see the situation.
- In interactions, try to determine common goals.
- Give an overview of the system, and explain how that system operates.
- Determine individual's position in that system, and try to find where he/she wants to go.
- Be aware of the importance of friendly questioning. Try not to ask questions that only require a yes/no answer. Instead, ask questions that require the individual to try to communicate and let the person find their own words.
- Try to find out their status and what their actual goals are.
- Explain the scope of your abilities and powers, if relevant.
- Direct them on the next step.
- If what they want is an impossibility, explain and clarify why.
- Closure is important. If you do not expect to see them again, end with a note of finality.



## IDENTIFYING AND REFERRING THE DISTRESSED STUDENT

The college years can be very stressful for many. In the contemporary climate of competition and pressure, some students adequately cope with these stresses, but others find that stress becomes unmanageable and interferes with learning. In some cases, these students may even disrupt the learning of others.

### Your Role

Many students initially seek assistance from faculty or staff members. Below are guidelines for identifying students in distress:

- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work.
- Infrequent class attendance with little or no work completed.
- Dependency (e.g., the student who hangs around or makes excessive appointments during office hours).
- Listlessness, lack of energy, or frequently falling asleep in class.
- Marked changes in personal hygiene.
- Impaired speech and disjointed thoughts.
- Repeated requests for special consideration (e.g. deadline extensions).
- Threats to others.
- Expressed suicidal thoughts (e.g., referring to suicide as a current option).
- Excessive weight gain or loss.
- Behavior which regularly interferes with effective management of class.
- Frequent high levels of irritability, unruly, abrasive or aggressive behavior.
- Unable to make decisions despite your repeated efforts to clarify or encourage.
- Bizarre behavior which is obviously inappropriate for the situation (e.g., talking to something/someone that is not present).
- Students who appear overly nervous, tense or tearful.

### Guidelines for Interaction:

- Talk to the student in private.
- Express concern. Be as specific as possible in stating your observations and reasons for concern.
- Listen carefully to everything the student says.
- Repeat the essence of what the student has told you so your attempts to understand are communicated.
- Avoid criticizing or sounding judgmental.
- Consider the Thomas E. Cook Counseling Center (CCC) as a resource and discuss referral with the student.
- If the student resists referral and you remain uncomfortable with the situation, contact the CCC to discuss your concern

### How to Make a Referral to the Cook Counseling Center:

1. Suggest that the student call or come in to make an appointment. Give them the CCC phone number (231-6557) and location at that time. However, it is usually more effective to assist the student by calling for an appointment with the student present. When you reach the CCC receptionist identify yourself as a faculty or staff member and ask for an appointment for the student. The student's name and ID number are required for the appointment. You may request a specific staff member or the receptionist can assign one. Write down the appointment time, date, and counselor for the student.
2. If you feel the situation is an emergency or urgent enough to require immediate attention, after identifying yourself as faculty or staff, tell the receptionist that the student needs to see a counselor immediately. Give the receptionist the student's name and ID number, then ask to speak with an available staff member.
3. It may be necessary for you to walk the student to the CCC.
4. If you are concerned about a student but unsure about the appropriateness of a referral, feel free to call the CCC (231-6557) for a consultation.

**Services Offered at the CCC:**

Individual and group counseling  
Brief psychotherapy  
Couples therapy  
Crisis Intervention  
Medical and psychiatric referral  
Career Counseling  
Study skills counseling

**Location:**

Thomas E. Cook Counseling Center  
240 McComas Hall  
Blacksburg, VA 24061

**Office Hours**

8:00am - 5:00pm

**After Hours Service:**

The Cook Counseling Center staff can be reached for emergencies by calling 231-6444 (Schiffert Health Center) outside of regular office Hours.

Identifying and Referring the Distressed Student: A VT Community Guide. Downloaded 6/7/07 from  
<http://www.ucc.vt.edu/referringstudents.htm>.

## STUDENTS WITH DISABILITIES

The Services for Students with Disabilities office exists to assist the university with its mission of creating an inclusive and welcoming community for all students. The SSD office works to ensure that students with disabilities receive equal access to education and opportunities at Virginia Tech.

If a student you are advising discloses to you that he/she has a disability, ask the student if he/she has contacted the SSD office. It is the student's responsibility to provide documentation to the SSD office in order to obtain an accommodations letter from the SSD office.

Although every disability is unique and requires specific accommodations and services, listed below are some general strategies for advising students with disabilities or for students you feel may have an undiagnosed disability.

- If a student you are advising discloses that he/she has a disability, you may want to ask the student to tell you how the disability affects him/her academically. This information will assist you in advising the student on the number of credit hours to take each semester, how to balance his/her schedule, and how to plan a schedule.
- While you may not counsel a student with a disability out of a particular major, you can discuss the requirements of a major and how the disability may affect the student's success in the major.
- If a student you are advising has disclosed a disability, you will want to ask the student if they have contacted the SSD office in order to discuss academic accommodations and other services.
- If a student with a disability tries to give you the documentation for the disability, ask the student to take the documents to the SSD office. Please do not keep a copy of the documentation.
- If a student you are advising is having academic difficulties and he/she has not disclosed a disability, you may want to suggest they come to the SSD office for an intake to see if an undiagnosed disability may be present and professional testing may need to be recommended.
- If a student requests a course substitution for foreign language, ask the student to come to the SSD office with the request. There is a process in place that the student will need to complete.

## APPENDICES

### RESOURCES FOR STUDENTS

RESOURCE -	CONTACT INFORMATION	RESOURCE DESCRIPTION
CAREER SERVICES	231-6241 <a href="http://www.career.vt.edu">www.career.vt.edu</a>	Career advising, career and major exploration, career fairs, assistance with employment, co-op and internship exploration
CENTER FOR ACADEMIC ENRICHMENT AND EXCELLENCE (CAEE)	231-5499 <a href="http://www.caee.vt.edu">www.caee.vt.edu</a>	Academic support, such as tutoring and study skills seminars at no extra cost for students who are struggling. Programs and activities for students who are already succeeding academically, and simply want to enrich their educational experiences at Virginia Tech.
CHEMISTRY LEARNING CENTER	<a href="http://learn.chem.vt.edu">http://learn.chem.vt.edu</a>	Tutoring in chemistry at no additional charge website provides tutorials and guides for general chemistry
COMPUTING	<a href="http://computing.vt.edu">http://computing.vt.edu</a>	Services related to email, internet access, on line tutorials for software, guidance with hardware, etc.
COOK COUNSELING CENTER	231-6557 <a href="http://www.ucc.vt.edu">www.ucc.vt.edu</a>	Individual and group counseling, crisis intervention, medical and psychiatric referral
CRANWELL INTERNATIONAL CENTER	231-6527 <a href="http://www.uusa.vt.edu/cranwell">www.uusa.vt.edu/cranwell</a>	Primary support service for the international community ranging from orientation for all international students, visa-related services for undergraduate internationals and dependents, cultural exchange programs, travelcards for students and faculty traveling abroad, and providing intercultural exchange.
DEAN OF STUDENTS	231-3787 <a href="http://www.dos.vt.edu">www.dos.vt.edu</a>	Advocacy office for students/families in crisis or challenging situations, facilitates communication with Hokie Parents/families, nurtures a welcoming campus climate.

RESOURCE -	CONTACT INFORMATION	RESOURCE DESCRIPTION
OFFICE OF HEALTH PROFESSIONS ADVISING	231-6241 <a href="http://www.career.vt.edu/healthprofessionsadvising/index.html">http://www.career.vt.edu/healthprofessionsadvising/index.html</a>	Assists students and alumni pursuing a health care career in medicine, dentistry, optometry, pharmacy, chiropractic, occupational therapy, nursing, physician's assistant, veterinary medicine, or other graduate health professions.
OFFICE OF INTERNATIONAL RESEARCH, EDUCATION, AND DEVELOPMENT	231-8205 <a href="http://www.educationabroad.vt.edu">http://www.educationabroad.vt.edu</a> <a href="mailto:vtabroad@vt.edu">vtabroad@vt.edu</a>	Provide assistance and information for studying abroad
OFFICE OF STUDENT PROGRAMS	231-6204 <a href="http://www.studentprograms.vt.edu">www.studentprograms.vt.edu</a>	Services for students including housing and residential life, dining, judicial affairs, career services, fraternity and sorority life, and the Hokie Handbook
SCHIFFERT HEALTH CENTER	231-6444 <a href="http://www.healthcenter.vt.edu">www.healthcenter.vt.edu</a>	Quack Shack. Provides primary Health care, Women's health care, immunizations, etc.
SERVICES FOR STUDENTS WITH DISABILITIES	231-3788 <a href="http://www.ssd.vt.edu">www.ssd.vt.edu</a>	Provides Assistance, Guidance, verification, testing for a variety of disabilities
UNIVERSITY HONORS PROGRAM	231-4591 <a href="mailto:honors@vt.edu">honors@vt.edu</a> <a href="http://www.univhonors.vt.edu">www.univhonors.vt.edu</a>	Challenges motivated students to create their own world-class education and provides leadership in innovative and extraordinary learning opportunities
WRITING CENTER @ VIRGINIA TECH	231-5436 <a href="http://www.composition.english.vt.edu/wc/WC%20home.html">http://www.composition.english.vt.edu/wc/WC%20home.html</a>	Tutoring in writing open to students and faculty/staff (appointments are recommended)

## ACADEMIC RELIEF

### THOMAS E. COOK COUNSELING CENTER

Virginia Tech  
240 McComas Hall  
Blacksburg, VA 24061-0108  
Phone: (540) 231-6557 Fax: (540) 231-2104

#### Requests for Academic Relief: Policies and Guidelines READ CAREFULLY

- Requests for academic relief will be reviewed by the Academic Relief Committee at the Thomas E. Cook Counseling Center.
- In order to qualify for a recommendation the student must have documentation showing that he or she has a significant psychiatric or psychological problem with has substantially interfered with the student meeting his/her academic responsibilities.
- Extended illness with evidence of psychiatric or psychological treatment on campus or off, periods of hospitalization for psychiatric treatment, or evidence of psychiatric illness with related treatment by a qualified health professional may justify a recommendation for academic relief.
- It is understood that students may be involved in many situations that are stressful or distracting that interfere with studying and other academic responsibilities. Stressful events such as a death in the family, ending a significant relationship or anxiety about family problems or other major life decisions may affect the student's academic efficiency or may have led the student to seek counseling. However, this does not assume that the student will qualify for a recommendation for academic relief. If the student does not qualify, the committee will notify him/her.
- ***Under most circumstances recommendations for retroactive course drops or resignations are not considered.*** The committee will consider circumstances where the student was hospitalized or otherwise disabled at the time when this decision would have been made and missed the application deadline during the previous semester. The student can apply for retroactive academic relief within 30 days of the beginning of the subsequent semester or 30 days after the student returns to the university. Former students who do not plan to return to Virginia Tech can also apply for retroactive relief.
- The committee reviews records at the Cook Counseling Center. Other documentation from off campus professionals should be provided to the Chair of the Academic Relief Committee for consideration prior to the committee meeting. Applications may be interviewed by the Committee to clarify information in their request or to consider other alternatives.
- If the committee decides that the student qualifies for academic relief, a recommendation letter will be written to the student's dean. The committee may offer suggestions as to what action the dean might take such as dropping a course, being allowed to take incomplete, delaying exams or in some cases resigning from school, while the final authority and decision for academic relief remains with the dean.
- Before a request for academic relief can be considered, students are required to have the "Advisement for Academic Relief" form signed by their academic advisor to determine the impact this academic relief may have on academic plans.
- Further information about academic relief as well as all necessary forms can be found at: [www.ucc.vt.edu](http://www.ucc.vt.edu)

# VIRGINIA TECH SCHIFFERT HEALTH CENTER

McComas Hall (0140)  
Blacksburg, VA 24061  
Phone: (540) 231-5313 FAX: (540) 231-7473

## READ VERY CAREFULLY REQUESTS FOR ACADEMIC RELIEF: POLICIES AND GUIDELINES

- Requests for academic relief will be reviewed by the Medical Review Advisory Committee.
- In order to qualify for a recommendation the student must have **documentation** showing that he or she has a significant medical problem which has substantially interfered with the student meeting his/her academic responsibilities.
- Once Academic Relief is granted during a semester, additional relief will not be considered unless a newly documented illness has occurred.
- Extended illness with evidence of medical treatment on or off campus, essential surgery, periods of hospitalization for medical treatment, injuries requiring extended treatment, with related treatment by a physician may qualify for a recommendation for academic relief.
- While it is understood that students may be involved in many situations that are stressful and distracting that interfere with studying and other academic responsibilities, it is not within the authority of the committee to make recommendations for academic relief based on extenuating circumstances (ex. Death of a family member or their illness) which may or may not be beyond the student's control.
- **Under most circumstances recommendations for retroactive course drops or withdrawals are not considered.** Under circumstances where the student was hospitalized or otherwise disabled at the time when this decision would have been made, the student's case will be reviewed at the request of their Dean. **In any case retroactive requests will not be considered beyond the past calendar year.** Thorough and complete medical documentation will be required and, as always, the Dean retains final authority in these decisions.

If the committee decides that the student qualifies for academic relief, a recommendation letter will be written to the student's Dean. While the final authority and decision for academic action remains with the Dean, the committee may offer suggestions as to what action the Dean might take such as dropping a course, being allowed to take incompletes, delaying exams or in some cases withdrawing from school for medical reasons.

**Withdrawal from the University for medical reasons requires a hold of readmission until the student provides a letter of recommendation from the treating professional supporting the student's return to the University.**

The committee will review your medical record at the Schiffert Health Center. Other documentation from off campus physicians should be provided to the committee for consideration prior to the committee meeting. You may be contacted by the committee to clarify information in your request or to consider other alternatives. Notification will be sent by email to the student of the committee's decision. Students must pick-up letters of recommendation and take to their dean for processing.

## SERVICES FOR STUDENTS WITH DISABILITIES OFFICE

250 S. Main Street, Suite 300  
Virginia Tech  
Blacksburg, VA 24061  
540-231-0858  
ssd@vt.edu

### **Request for Academic Relief for students with Learning Disabilities and Attention Deficit Disorder (Read Carefully Before Applying for Relief)**

- Requests for academic relief for students with learning disabilities (LD) and Attention Deficit Disorder (AD/HD) will be reviewed by the Services for Students with Disabilities (SSD) office.
- Academic relief requests are for course drops (after the normal drop date for a semester), incompletes, an additional probationary semester, and withdrawals from the university.
- Complete withdrawals from the university require a **hold of readmission** until the student meets with a SSD staff member to discuss academic accommodations and services. The date the withdrawal request is received by the SSD office will be the withdrawal date sent to the register's office.
- Applications are due on the date established each semester by the SSD office. Applications will NOT be considered after that date, under any circumstances. Students will need to wait until the next academic term to submit the request. The due date for each term is posted on the SSD website at [www.ssd.vt.edu](http://www.ssd.vt.edu).
- Applications will not be considered until ALL forms are completed and ALL relevant documentation is turned in to the SSD office.
- Students requesting **academic relief** must first meet with the academic dean of their college to discuss their relief request and then submit the signed Academic Relief Request Form 1 before the SSD office will review the request.
- International students requesting academic relief, must meet with the Cranwell International Center or the Graduate School and then submit the signed Academic Relief Request Form 1 before the SSD office will review the request.
- Student requesting an **incomplete** grade must first meet with the course professor to discuss the incomplete. If the professor agrees to the incomplete, the student **does not** need to submit a request. However, if the professor requests verification of the disability, the student must have the professor sign Form 2 and submit this form along with the signed Academic Relief Request Form 1 before SSD will review the request. Incompletes will ONLY be considered for the semester in which the class is being taken and the request must be submitted **before** the last day of class.
- Every student requesting academic relief must submit the Academic Relief Request Form 2.
- In order to qualify for consideration of academic relief, the student must have adequate documentation indicating there is a diagnosed learning disability and/or AD/HD and that the disability has SUBSTANTIALLY interfered with the ability to meet academic responsibilities.
- Once academic relief is granted during a semester, additional relief will not be considered unless new, compelling documentation is provided.



- Once academic relief is granted during a semester, additional relief will not be considered unless new, compelling documentation is provided.
- Retroactive course drops are not considered except under ***EXTRAORDINARY CIRCUMSTANCES***. Retroactive request will not be considered beyond the request.
- The SSD office may contact the student to clarify information in the request or to offer other suggestions and alternatives to the requested relief. The SSD office may also request additional documentation and information from a student regarding the request.
- All decisions of the Academic Relief Committee will be made via letter to the student's academic dean.
- Students are required to pick up letters concerning academic relief requests from the SSD office and deliver the letter to their academic dean's office or their professor. Letters should be picked up within 2 weeks of notification by the SSD office.
- Students will be notified by their academic dean as to the action the dean has taken with regard to requested academic relief.
- All requested academic relief will be considered on a case-by-case basis and is not granted solely due to the presence of a disability.
- The Academic Relief Committee for Learning Disabilities and Attention Deficit Disorder reserves the right to confer with the Schiffert Health Center Academic Relief Committee on a case-by-case basis.

## FORMS

### **ACADEMIC SUSPENSION APPEAL PETITION**

[http://www.cals.vt.edu/students/current/documents/UnivAppealsPetition209com\\_2\\_8-19-09.pdf](http://www.cals.vt.edu/students/current/documents/UnivAppealsPetition209com_2_8-19-09.pdf)

### **AUTHORIZATION OF TRANSFER CREDIT - EDUCATION ABROAD**

[http://www.cals.vt.edu/students/current/documents/AuthorizationofTransferCredit-EducationAbroad\\_006.pdf](http://www.cals.vt.edu/students/current/documents/AuthorizationofTransferCredit-EducationAbroad_006.pdf)

### **AUTHORIZATION OF TRANSFER CREDIT - WITHIN THE UNITED STATES**

[http://www.cals.vt.edu/students/current/documents/AuthorizationofTransferCredit-withintheUnitedStates\\_009.pdf](http://www.cals.vt.edu/students/current/documents/AuthorizationofTransferCredit-withintheUnitedStates_009.pdf)

### **CHANGE OF MAJOR/MINOR**

[http://www.cals.vt.edu/students/current/documents/ChangeofMajor-Minor\\_001.pdf](http://www.cals.vt.edu/students/current/documents/ChangeofMajor-Minor_001.pdf)

### **CHANGE OF OPTION**

[http://www.cals.vt.edu/students/current/documents/ChangeofOption\\_002.pdf](http://www.cals.vt.edu/students/current/documents/ChangeofOption_002.pdf)

### **COURSE OVERLOAD**

[http://www.cals.vt.edu/students/current/documents/CourseOverload\\_002.pdf](http://www.cals.vt.edu/students/current/documents/CourseOverload_002.pdf)

### **COURSE WITHDRAWAL**

[http://www.cals.vt.edu/students/current/documents/CourseWithdrawal\\_005.pdf](http://www.cals.vt.edu/students/current/documents/CourseWithdrawal_005.pdf)

### **DISCLOSURE OF STUDENT INFORMATION**

[http://www.cals.vt.edu/students/current/documents/DisclosureofStudentInformation\\_000.pdf](http://www.cals.vt.edu/students/current/documents/DisclosureofStudentInformation_000.pdf)

### **UNDERGRADUATE RESEARCH/INDEPENDENT STUDY/FIELD STUDY**

<http://www.cals.vt.edu/students/current/documents/UndergradresearchIndStudyForm9-3-10.pdf>

### **WITHDRAWAL/RESIGNATION FORM**

[http://www.cals.vt.edu/students/current/documents/Withdrawal-ResignationForm\\_000.pdf](http://www.cals.vt.edu/students/current/documents/Withdrawal-ResignationForm_000.pdf)

For a complete list of all CALS Forms:

<http://www.cals.vt.edu/students/current/StudentForms.html>

This handbook was compiled by Laurie Bianchi and Susan Sumner  
Special acknowledgements to Karen Watson and Major Carrie Cox who provided input into this document.