

**IV. ADVISING STUDENTS WITH SPECIAL CIRCUMSTANCES**

A. Exploratory Students..... 106

B. Students with Disabilities..... 106

C. Honors Students..... 107

D. Student Athletes..... 107

E. International Students..... 108

## **A. EXPLORATORY STUDENTS**

Students admitted as exploratory majors, formerly called Guided Studies, are students who do not qualify for regular admission into their intended major and would benefit from the extra attention offered by Academic Counseling and Career Services. Professional advisors in ACCS provide information and direction toward special programs, sound academic skills, and tutorial services. Those admitted to the program are encouraged to participate in clubs and activities related to their intended major and work closely with professional academic advisors to ensure that they reach their educational goals. Students in the program must report their academic progress to their advisors, who can help identify any support services that may be needed. Students who complete at least 12 credits and earn a cumulative GPA of 2.0 or higher are, in most cases, eligible to declare their academic major.

All Exploratory students are required to participate in the Academic Student Achievement Program (ASAP!). The mission of ASAP! Program is to provide an early warning system that identifies students in need of intervention during that semester. Another objective is to enhance the relationships and communication among students, advisors, and faculty. Additional information about the ASAP! Program can be found at [www.ipfw.edu/mcul/PROGRAMS/ASAP.htm](http://www.ipfw.edu/mcul/PROGRAMS/ASAP.htm)

## **B. STUDENTS WITH DISABILITIES**

The Registrar's office has a practice of accepting registration of students with disabilities at any time during published registration periods. The purpose of this practice is to address the special scheduling concerns of many students with disabilities such as transportation problems, distance between classes, fatigue, side effects of medicine, scheduled therapy, etc. A registration card should be completed, signed by an advisor and labeled "disabled" for his/her file in your academic unit. A student whose disability is not readily observable is responsible for showing the university medical evidence of the presence of disability. This is done through the Office of Services for Students with Disabilities (16657, WU 113). If the student's disability is not readily visible, simply ask the student if he/she has registered with SSD. If the answer is yes, feel free to call SSD to verify this.

Learning disability is defined as a substantial difference between intellect and performance. If you feel a student may have a learning disability, a referral to the Office of Services for Students with Disabilities may be in order. You can give the student the name and phone number of the office or call Susan Borrer, Director of SSD, at 16657 to refer a student to her. You can even call and set up an appointment for the student while he/she is in your office.

Keep in mind that students may have mixed reactions to the suggestion that they might have a learning disability. Some students may be relieved to discover the source of the problems they have had for years, while other students may be mortified or angry at being labeled "disabled." It is best if the student is aware of your genuine concern for his/her academic development and if the matter is discussed in the appropriate environment at a time when you are not rushed.

Remember that most students who are not doing well are simply over committed to school, jobs, family, etc. However, if you truly feel there is a discrepancy in the apparent intellect of a student and the academic performance of the student, you may wish to discuss the option of being tested for learning disabilities with him or her.

### C. HONORS STUDENTS

Admission to the Honors Program is voluntary based on a student's previous academic performance. Upon completion of the program, students will receive an Honors certificate. Details of the program are listed in the Bulletin.

Honors courses for each semester change and are listed in the Schedule of Classes. Every student who is eligible for Honors courses receives a letter, which he or she is instructed to bring to his advising session. If you have any specific questions call the Honors Program office at 16824.

### D. STUDENT ATHLETES

Student-Athletes' academic performance and progress is carefully monitored by the staff of the Mastodon Academic Performance Center (M.A.P.), Leslie Clark, Director, and Chris Kuznar, Associate Director, who monitor student-athlete compliance with NCAA Academic Eligibility regulations and provide appropriate support services for student-athletes. In addition, M.A.P.'s goal for student-athletes is to help them progress to, and ultimately achieve, graduation in the degree of their choice. Leslie oversees student-athletes' academic progress, grades, and athletic eligibility. Additionally, she acts as advisor to coaches and student-athletes pertaining to matters of academic performance and eligibility. Student-Athletes must submit proper documentation, issued by and returned to the M.A.P. staff, after they have met with their assigned Academic Advisor. The "Registration and Planning Guide" must be signed by their Department representatives/advisors in order to register for, drop, add, or repeat a class, or change their major.

During their first year of enrollment, Student-Athletes must be registered in a minimum of 12 hours during both Fall and Spring semesters. They must demonstrate "Satisfactory Progress" by passing a minimum total of 24 hours each academic year (18 hours minimum for Fall/Spring—6/12, 12/6, or 9/9 hours and are then allowed to count up to 6 hours of summer work toward the total of 24 hours). Student-Athletes also have minimum GPA requirements that must be met to maintain eligibility. Therefore, it is recommended that student-athletes register for more difficult or time-consuming courses, whenever possible, during their "off" season when they are not busy competing whenever possible. For two term sports such as Basketball, this would be the term with the least number of competitions scheduled.

Additionally, Student-athletes must declare their Baccalaureate program/major **prior to the onset of their FIFTH long semester of enrollment**. At that time, they must have completed 40% of the total number of hours required for completion of the degree. Each year, thereafter,

they must complete an additional 20% of that total. For example, a Student-Athlete whose degree program requires only 120 hours will need to complete 24 degree countable hours per academic year to meet Percentage of Degree completion rules. Students whose degree programs have higher completion numbers must meet Percentage of Degree completion hours. There is no limit on summer school hours for Percentage of Degree completion hours once Satisfactory Progress has been met.

Student-athletes cannot drop or add or repeat classes without meeting with an Athletic Advisor to determine impact on NCAA eligibility. Therefore, registration holds are placed on their academic records by the M.A.P. staff to preclude the student-athlete from making any changes to their enrollment. Additionally, in order to change their majors, the Percentage of Degree Completion hours must be verified in both the OLD and the NEW degree program. Thus, Drop-Add decisions should be considered very carefully. Dropping below 12 credits will cause ineligibility as well as problems for timely degree completion and satisfactory progress. For example, a basketball player (a two-semester competitive season) may register for MA 151, which is a 5 credit hour course. After a few class days, he may discover he is misplaced, and request a schedule adjustment into MA 153. But MA 153 is a 3 credit course, and this may jeopardize eligibility. At this point it is best to contact either Leslie Clark or Chris Kuznar for a solution to the situation as poor performance in a five credit hour course may impact the Student-Athletes' GPA eligibility requirements.

In addition to maintaining detailed academic progress records on each student-athlete, the M.A.P. staff sends each semester, to the academic advisor of record for each student-athlete, a request for current total of completed hours and up-to-date "Bingo sheets/degree plans" on their student-athlete advisees in order to provide official documentation of degree progress for certification. M.A.P. has a system of checks and balances in place of which academic department records is an important part.

If you have any questions about NCAA eligibility or M.A.P. advising services, feel free to contact Leslie at 16054.

## **E. INTERNATIONAL STUDENTS**

International Student Services (16034, [www.ipfw.edu/iss](http://www.ipfw.edu/iss)) admits and advises international students, and all non-immigrants in the US on a visa. If an undergraduate student is coming to study at IPFW from a foreign country, he/she is admitted through the International Student Services office. Please contact the office at (260) 481-6034 or visit them in Kettler Hall room 104.

Graduate program applications are processed by the academic unit offering the program with the aid of the International Student Services office, if the student has to apply for a visa to enter the US. If a person is a resident in the US, but received former education in a foreign country, his/her admission is handled through:

- Purdue undergraduate program -- Admission's office (Kettler Hall room 111)
- Indiana undergraduate program -- Admission's office (Kettler Hall room 111)
- Graduate programs -- Academic unit office