

2019

Top Ten Reasons to Contact the Academic Dean's Office

Office of the Dean of Undergraduate & Graduate Studies (DOUGS)

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Office of the Dean of Undergraduate & Graduate Studies (DOUGS), "Top Ten Reasons to Contact the Academic Dean's Office" (2019). *New Faculty Orientation*. 5.

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COLLEGE

Office of the Dean of Undergraduate & Graduate Studies

TOP 10 REASONS TO CONTACT THE ACADEMIC DEAN'S OFFICE:

1. Student's poor performance in class
2. Poor attendance
3. Academic dishonesty
4. Questions about a student's status in class (i.e., student not on class roster or is a "no-show," etc.)
5. To find out who a student's academic advisor is or for other referrals
6. Questions about College policies (Pass/Fail options, incompletes, deadlines for grades, withdrawing from a course, learning-disabled accommodations, etc.)
7. Questions dealing with parents and how much information to share
8. For advice or assistance in preparing a new course
9. Questions about degree audits, core requirements, extra courses, Dean's List, scholarships, etc. for your advisees
10. If you want to have lunch in the priory with the Dean! 😊

TOP 10 REASONS THE DEAN'S OFFICE MIGHT CONTACT A FACULTY MEMBER:

1. To inform you of an illness, family crisis or personal problems involving one of your students
2. To discuss a student's status at College (e.g., a medical leave)
3. To discuss strategy of networking a student with other College resources
4. To discuss a strategy for parental communication (i.e., within FERPA guidelines)
5. To discuss exceptions to deadlines for withdrawals, incompletes, P/F, etc.
6. To discuss any special needs students, athletes, musicians, etc.
7. If our Office is trying to track down a student
8. If we receive a change of grade request through the mail 😞
9. If a deadline for roster verification, or midterm/final grades is missed 😞
10. If the Dean wants to invite you to lunch in the priory! 😊