

FAQ topics related to advising

Academic Improvement Plan

Q: What is an Academic Improvement Plan (AIP)?

A: An AIP is an Academic Improvement Plan designed to help students become academically healthy and earn a minimum cumulative grade point average of 2.0. (link to FAQ's <http://www.clarion.edu/about-clarion/leadership/office-of-the-provost/academic-improvement-plans.html>)

Advising Notes

Q: Is there a way to add a note in MyClarion about my advisees progress towards graduation?

A: Your MyClarion Faculty Center has the ability to add advising notes (link to MyClarion training docs) to your advisees

Degree Audit

Q: My advisee has fulfilled the gen ed and major requirements, how can they be short the 120 credits?

A: Some majors also have free elective courses built into their program. Students need to satisfy all requirements on their degree audit, including the university 120 credit requirement (some bachelor's degrees may require more than 120).

Q: Do remedial classes count towards the 120 university credit requirement?

A: No. Example – MATH 050 is a remedial course. It will show up under Free Electives - work not applicable on the degree audit. If a student took MATH 050, they will need to have more than 120 credits to graduate.

Q: Can my advisee receive a D grade in a major course?

A: It depends on the major. The degree audit will indicate whether the major requires a minimum grade or grade point average.

Q: How to run a “what if”?

A: Step-by-step instructions are available at:

<http://www.clarion.edu/about-clarion/computing-services/myclarion/for-faculty-and-staff.html>

Q: My advisee has 9 credits of BIOL coursework, why is Physical and Biological Sciences not showing as satisfied? Or along those same lines, Why are my credits splitting when I have 9 cr of Biology to go towards Physical and Biological Sciences?

A: The distribution requirements in general education require that students take at least two separate subjects. So, if they have 2 Biology courses, they need their third science course to be in a different subject area, like Physics or Chemistry. This rule often leads to splitting of courses, as the degree audit will count as much as possible in a given area.

Q: Can I waive a student’s overall or major residency requirements?

A: Students are required to satisfy overall and major residency requirements (link to policy). Any proposed waivers to residency require advisor, dean, Provost and Office of the Chancellor’s approval.

Q: Can I substitute a different class for a requirement on the degree audit?

A: Yes, if the advisor and chair feel there is an appropriate substitution, they can submit a course substitution and waiver form to their College Dean for approval.

<http://www.clarion.edu/academics/registrars-office/academic-forms/index.html>)

Q: How do I fill out a course substitution form?

Clearly illustrated example here.

Q: What course can I substitute?

A: The registrar does not determine what substitutions are appropriate. Changes to University requirements through course substitutions or waivers are initiated by Departments (both the advisor and Chair) and approved by College Deans, before being sent to the registrar for processing.

Q: How do course substitutions show up on the degree audit?

A: The course substituted will show up in the area you requested. You will also see an additional column appear. If you click on the link, you will be able to see the required course that was being substituted. The course being subbed may still appear on the course list.

General Education Flags

Q: Where do I find the list of courses that satisfy general education flags?

A: Click on the button on the degree audit in the general education flag section or view the list online at <http://www.clarion.edu/academics/registrars-office/for-faculty/>.

Q: How do general education flags count on the degree audit?

A: The general education flag courses satisfy the general education flag area and may also satisfy a general education or major requirement. Even though these courses may appear in two places on the degree audit, they will only count one time in the university credit requirement.

Graduation

Q: How do I approve a student's graduation?

A: Step-by-step instructions are available at: <http://www.clarion.edu/about-clarion/computing-services/myclarion/for-faculty-and-staff.html>

Q: How do students access math placement?

A: New freshmen and transfers would see a link in their MyClarion Student Center. For readmits/adult students who do not see the link would need to contact the chair of the Chemistry, Mathematics & Physics department to have the math placement link added to their Student Center.

Incomplete Grades

Q: When is it appropriate to assign an incomplete grade to a course?

A: An incomplete grade (link to academic policy) should not be given unless a student has been in attendance throughout the semester. Incomplete grades are to be used only when conditions and circumstances warrant and when evidence is presented to justify it is being given.

Q: When does a student have to complete an incomplete grade?

A: Students have until the end of the following semester to complete the work for the course.

Q: How to I submit a grade for an incomplete course?

A: Faculty can submit the grade via a grade change form (forms are available in the Registrar's Office) when the student has completed the course. Faculty will also receive an email approximately one month prior to the end of the term for all students who have incomplete grades remaining from previous terms.

Registration – Drop/Add

Q: What is the difference between a drop and withdrawal and what do I do if a student needs to drop a class after the drop or withdrawal deadlines?

A: A drop can be done until the drop/add period ends at the beginning of the semester (link to important dates and deadlines), by the student from their MyClarion Student Center, and removes the course completely from the student's schedule. They are not charged for it and it does not appear on the transcript. A withdrawal can be done by the student from their MyClarion Student Center starting after the drop period ends, until the last day of the class withdrawal period. The student is not graded in the course, and it will appear on the transcript with a W. This has no impact on the student's GPA. An undergraduate student is allowed 5 class withdrawals.

[Class withdrawal policy](#)

Q: Where can I find drop/add dates:

A: There is a link to important dates and deadlines from the Academic Calendar page on the web: <http://www.clarion.edu/academics/academic-calendar.html>

Q: What are the different academic level classification ranges?

A: Freshman 0 to 29 credits
Sophomore 30-59 credits
Junior 60-89 credits
Senior 90-120+

Q: What group of students are required to take an Inquiry Seminar class?

A: Incoming students starting in the Fall 2018 semester are required to take an inquiry seminar course unless they transfer in 30 or more credits. An Inquiry seminar course is required for bachelors programs with a few exceptions and the AA Associate of Arts major.

Repeating Courses

Q: If a student failed a class can they take it somewhere else?

A: Courses taken at Clarion may not be repeated at another institution. A Department could advise a student to take a course elsewhere in order to fulfill a requirement, but the credits and grade cannot be transferred in if the course was previously taken at Clarion.

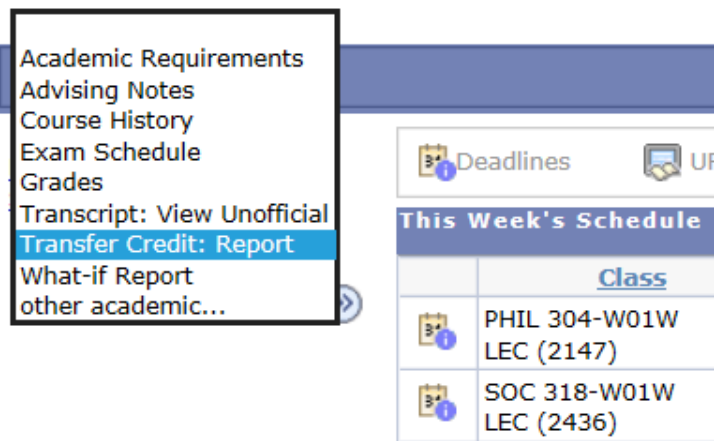
Q: How many credits can be retaken if failed?

A: Undergraduate students are limited to a maximum of six repeats in their academic career. Within this six repeat rule, a single course that is repeated for grade improvement will be limited to a maximum of three times. Therefore, a single course can only appear on a transcript a total of three times. (link to repeating courses academic policy) Graduate students can repeat a single course only once and are limited to two repeats across their program.

Transfer

Q: What courses did a student transfer and can I change how they are counting?

A: Transfer courses appear on the degree audit with a grade of TR, TD, etc. You can access the transfer report in the student center main drop down to see what the original course was.



The screenshot shows a student center interface. On the left, a dropdown menu is open, listing various options: Academic Requirements, Advising Notes, Course History, Exam Schedule, Grades, Transcript: View Unofficial, Transfer Credit: Report (highlighted in blue), What-if Report, and other academic... On the right, there is a 'Deadlines' section with a calendar icon and a 'UF' icon. Below that is a 'This Week's Schedule' section with a blue header. Underneath, there is a table with a 'Class' column. The table lists two classes: PHIL 304-W01W LEC (2147) and SOC 318-W01W LEC (2436). Each class entry has a calendar icon with a blue circle containing the number 1.

You can move a transfer course in the degree audit the same way you would a Clarion course, with a course substitution form. If the course equivalent should be updated for all students, the department chair of the course should submit an updated evaluation to the Registrar's Office.

Q: How do I request a copy of a transcript for an incoming transfer student?

A: The Transfer Admissions Office at extension 2675 will have college transcripts for incoming transfer students.

Q: If a new students transfer credits are not appearing in the transfer credit report or you cannot access a degree audit in your Faculty Advisor Center (student is not yet matriculated), how do I access that information?

A: You can view and model a degree audit for a pre-matriculated transfer student in PeopleSoft Campus Solutions. (link to instructions – have the instructions added to the MyClarion Training area) If the student has been matriculated by Admissions, you should be able to see their transfer work in your Faculty Advisor Center.

Q: How do I know what a transfer course may be equivalent to at Clarion?

A: You can search transfer credits equivalencies on the PA TRAC website (link to <https://www.pacollege-transfer.com/>) or on our transfer equivalency guide (link to <http://www.clarion.edu/academics/registrar-office/transfer-information/guide-to-transfer-course-equivalency.html>)

Q: Can a student take a required major class somewhere else?

A: Yes. The student will need to meet the major residency requirements and should fill out the Request to Take Courses Off Campus form to make sure course will transfer back as what they need.

Q: Do Prior Learning credits count as Clarion credits?

A: No. Prior Learning credits are not Clarion credits. They are considered transfer credits and will not count towards the student's residency requirements.