

Faculty members often have more opportunities to converse with students than advisors do, since they see students in class every week. So even though your role might not be that of academic advisor, you may often be asked questions by students relating to these areas. The Academic Advising Council has compiled this list of Top 10 Things Faculty should know to help in these types of situations.

Top Ten Things Faculty Should Know Related to Advising

10. Important refund and withdraw dates for each semester – remember this varies based on the number of weeks the class meets. The [schedule of refunds](#) can be found on the bursar's website or inside the printed schedule of classes.

9. Faculty have the right to determine who enrolls in their class after the first week of classes. If a student comes to you with a drop/add card after the first week of class, it is your decision as to whether you admit the student. You must sign the drop/add card to admit the student. However, if adding a student to a section puts the class over the fire code capacity for the room, the registrar's office will not process the add.

8. When students repeat a course, only the most recent grade will be calculated in the GPA. Typically this should happen automatically, but students should check to make sure the old grade has been removed from the GPA. The old grade will always show on the student's transcript, but it is not calculated in the GPA.

7. Students may request either a partial or full withdrawal from classes after the withdraw deadline, with proper documentation, for reasons that are urgent, non-academic, and clearly beyond the students control. Partial withdrawals are initiated with the student's academic department and full withdrawals are initiated through the Dean of Students.

6. An Incomplete means the student needs to complete some assignments / tests, in order to receive a grade. The student *should not* be told to re-enroll in your course for the next semester, if they are receiving an incomplete. An incomplete is an agreement between the professor and the student and should be documented on a form 150 from the registrar's office.

5. Students *must* take action to drop any class they wish to drop, either by doing so online or meeting with their advisor, *even if they have not paid for the class yet.* If they simply stop attending they will still be held responsible for the tuition due.

4. Students using financial aid should always check with financial aid before dropping a course to make sure they won't end up having to pay money back or become ineligible for aid.

3. Keep in mind when you override prerequisites or make exceptions that you may be setting a precedent.

2. Please help us remind students that they must apply for graduation if they want to receive their degree. [Deadlines and the application](#) can be found on the registrar's website.

1. All of this information as well as other advising related information can be found online at <http://www.ipfw.edu/academics/advising/manual.shtml>

We appreciate your efforts in helping to make sure students receive accurate information!