



25 February 1997

MEMORANDUM

TO: Members University Senate

FROM: University Senate Council

RE: AGENDA ITEM: University Senate Meeting, Monday, March 10, 1997. 3:00 PM  
Proposal to place undeclared students not affiliated with a college under the Dean of Undergraduate Studies for purposes of advising and for decisions concerning academic status.

**Proposal**

Undeclared students not associated with a particular college shall no longer be enrolled in the College of Arts and Sciences. They shall be under the Dean of Undergraduate Studies who shall be responsible for providing appropriate advising and shall make decisions about the academic status of these students until such time as they gain entrance to the college of their choice.

**Background**

With the establishment of the Central Advising & Transfer Center in 1993, undeclared students have received much needed academic attention. Individuals who are seeking a major or who are in transition from one major to another are now able to obtain timely guidance from a corps of eleven dedicated professionals. When the CATC was started, however, no changes were made in the University's regulations regarding the academic home of undeclared undergraduates. Officially, all students without a major continue to be registered to the College of Arts & Sciences and all official actions (suspensions, probations, record keeping, etc.) are housed in that college.

This arrangement is not satisfactory. Both the College of Arts and Sciences and the Office of Undergraduate Studies are unhappy with a system which separates advising from other formal academic activities and from student record keeping. Not only must we constantly exchange records, but students are not well served by having to deal with two different offices regarding their academic status and their progress toward graduation. Formally, they are bound by the rules and procedures of Arts & Sciences, but, technically, they obtain advising from the CATC.

The College of Arts and Sciences and the Office of Undergraduate Studies propose to correct this anomaly by amending the rule that all undergraduates must be enrolled in an academic college. We propose that undeclared students be made the responsibility of the Dean of Undergraduate Studies, with official actions regarding their academic life housed in that office. Once a student has chosen a major, records will be transferred to the appropriate college and the student will become the responsibility of the respective dean.

### **Rationale**

Both the College of Arts & Sciences and the Office of Undergraduate Studies have agreed that it is in the best interest of undeclared students not affiliated with a college to be under the Dean of Undergraduate Studies. The major reason for this change is that undeclared students (numbering about 2200 each year) currently are advised by the staff in the Central Advising and Transfer Center, which is under the direction of the Dean of Undergraduate Studies. Technically, however, these students are enrolled in the College of Arts & Sciences where their records are maintained and where decisions concerning their academic standing are made. In order to coordinate academic advising and academic decisions for these students and in order to free the staff in Arts & Sciences to provide better service to declared majors in that college, both of the affected units (Undergraduate Studies and Arts & Sciences) endorse the proposed change. Both units are agreed that this new arrangement will redound to the benefit of the students. We also request that in those areas where the deans of the colleges are authorized to take action in reference to students in their college, the Dean of Undergraduate Studies be authorized to so act in reference to undeclared students who are not affiliated with a specific college.

It should be noted that “undeclared” students in this proposal are students who are not affiliated with any college. Some students have declared their intention to major in a particular college (where they receive advising) but have not yet chosen or gained access to a particular program or department. These latter will not be affected by the proposed changes in any way.

This proposal has been approved by the Senate Council and is recommended to the University Senate.

Implementation Date: Spring Semester, 1997