Academic Administrator Guide: Student Policies and Procedures

ADVISING UNDERGRADUATE STUDENTS

Transfer Courses in the Core Curriculum
If the transcript evaluator has a question about the equivalency of a course to fulfill a core curriculum requirement, the question is referred to the chair of the appropriate department. The associate vice president for undergraduate studies and academic advisement works closely with the transcript evaluator concerning all transfer credit issues pertaining to core requirements. Study-abroad (both semester and J-term) courses that will fulfill a core or core-area requirement are approved by the appropriate department chair. The form for Transfer Credit pre-approval is located at http://www.stthomas.edu/registrar/student/transfer/files/transferpreapproval.pdf.

UNDERGRADUATE MAJOR AND MINOR FIELD REQUIREMENTS
The Undergraduate Catalog provides complete information about all undergraduate degree requirements, including grade point average requirements, requirements for the minimum number of credits that must be outside the major field, and the senior residency requirement.

Declaration of Major/Minor
Students may not declare a major officially until they have earned 48 semester credits. They may not declare a minor until they have declared a major.

Undergraduate day students may pick up a Major Field Card or Minor Field Card at the Office of Academic Counseling.

Department chairs review the request and determine that the student is a suitable major. Chairs then assign an advisor, sign the card, send the top copy to Academic Counseling (for College of Arts & Sciences students) or MCN 201 (for College of Business students). The second copy is given to the student, and the remaining hard copy (paperboard) is kept for department records. The same procedure is followed for minor field cards.

An undergraduate student wishing to drop a major or minor may do so at the Office of Academic Counseling.

Students who wish to change or add a major or minor may pick up a new major field or minor field card at the Office of Academic Counseling.

RETENTION OF STUDENT WORK
Student work which is retained by the instructor, and which supports the grade book, or analogous record, should be retained for one semester after the final grades are submitted. Grade books should be kept indefinitely.