

# **I. The Importance of Advising**

## **Introduction**

The purpose of this Handbook for Faculty Advisors is to emphasize the importance of academic advising by delineating the purpose of academic advising, how this purpose can be achieved, and to provide faculty members with information and resources to meet their mission as academic advisors. This Handbook should be used in conjunction with departmental handbooks, with the University's **Academic Catalog** and **The Source**.

## **Principles for Good Practice in Academic Advising**

First and foremost, academic advising is a *relationship*, not just a means to an end. Secondly, academic advising is *teaching*-the most powerful form of one-to-one teaching in which you can engage.

Academic advising is the means by which you assist the student to realize his/her educational goals and objectives, to meet the academic requirements of the major program, the College and the University, and to understand the relationship between professional and career choices and aspirations and the curriculum and co-curriculum options available at the University.

## **Attributes of an Advisor in a Quality Advising Program**

A quality advising program requires a commitment from the advisor in order to be most effective. Attributes of an advisor in a quality advising program include:

- Available when needed
- Makes an effort to get to know the student as an individual and provides personal attention and builds a faculty-student relationship based upon mutual respect, trust, and confidence
- Helps the student better understand herself/himself
- Shows respect to students and gives them their undivided attention
- Is knowledgeable about programs and requirements as well as campus services and resources
- Assists the student to learn more effectively and to attain a grade point average (GPA) consistent with her/his academic ability
- Maximizes the educational experiences of the students by encouraging them to take advantage of the institutions resources and educational and extra curricular opportunities
- Stimulates career exploration and planning
- Has the wisdom to say, "I don't know," and the willingness to follow up with, "But I'll find out"

## II. The Role of the Advisor

This section discusses the advisor's responsibilities.

### A. Office Hours

All full time faculty are expected to post and maintain at least three office hours per week. It is expected that office hours be set at reasonable hours to enhance student contact.

### B. Pre-registration and Office Hours

Advisors should make every effort to be available to students beyond their office hours during the course selection period. Many advisors find it helpful to post a sign-up sheet on their office doors during this particularly busy time.

### C. Advisee Files

Advisors should maintain a current file for each advisee and keep a record of visits made by the advisee and reasons for the visits, what was discussed during the visits, and outcomes.

### D. Contacting Advisees

Advisors should make every effort to contact their advisees at critical points during the semester, such as course selection or upon receipt of a progress report. In addition, advisors should check periodically with their advisees to offer their assistance with any problems the advisees may be having.

### E. Knowledge of Academic Requirements

Advisors are expected to keep informed of current university, college, and departmental requirements.

### F. Knowledge of "Key" Staff

Advisors should be aware of the resources and services that are available to students when seeking help for problems other than academic. It is hoped that the advisor would take the initiative in making the contact for the student with the appropriate office.

### G. Mid Year Academic Progress Reports

Academic progress reports are filed electronically through the *Academic Progress Report Gateway* site. To access this site, type and bookmark the following:

<https://easypass.rider.edu:9093/progress/>

#### *For which students are the reports necessary?*

There are two categories of students for whom reports are to be filed:

**Freshmen and New Transfers:** Faculty are asked to file a report for any freshman or new transfer who is not performing at a satisfactory level in a particular class (no report need be filed for any student who is performing satisfactorily. Faculty are asked to click on the appropriate responses. When the report is submitted, an email will go to the student with a summary of the report, to the student's advisor, and to the Associate Dean of Freshmen.

**Athletes:** Faculty are asked to file reports for all athletes regardless of the academic performance (positive or negative). Faculty are asked to click on the appropriate responses. When the form is submitted, an email will be sent to the student with a summary of the report, as well as to the student's advisor, the Associate Dean of Freshmen, and to the team coach and academic support personnel.

Advisors can check on their advisees by entering the site by clicking on *View Reports for Students You Advise*. Find your name on the menu at the bottom of the screen and you will be able to pull up a list of those advisees for which reports have been filed.

#### H. **Feedback from Advisees**

Advisors should seek feedback from their advisees on a regular basis. The purpose would be to gauge the effectiveness of the advisor/advisee relationship.

### III. Resources for Advisors

#### A. **Academic Catalog** (online at [http://www.rider.edu/172\\_1634.htm](http://www.rider.edu/172_1634.htm))

Be sure your advisees have a copy. (They can get one from the office of their Academic Dean.) The ***Catalog*** contains:

- General information about the institution (history, accreditation, & special programs), and the calendar (very important for students)
- Program requirements for all majors, organized by College and School
- Minors and concentrations (alphabetized among the majors)
- Course descriptions with pre-requisites
- The core requirements for each college or school

*Note that it is important to understand how the departments are alphabetized in the ***Catalog***. For example, Art, Dance, Music, and Theater tracks are listed under Fine Arts; French, German, Spanish, and Russian are under Foreign Languages and Literatures; Elementary Education, Secondary Education, and Business Education are under Education; and Journalism is under Communication.*

#### B. **The Source** (online at [http://www.rider.edu/2529\\_3753.htm](http://www.rider.edu/2529_3753.htm))

This contains ESSENTIAL information all students need to know about including:

- Academic Life
- Student Life
- Campus Resources
- Athletics
- University Policies
- Financial Information
- Calendars
- Computing GPA
- The Grade Appeal process

- Procedures for an Incomplete grade

### C. *Advising Websites*

1. **The Electronic Advisor** (go to [http://www.rider.edu/160\\_3053.htm](http://www.rider.edu/160_3053.htm))

This site can be reached by going to the Rider Homepage, clicking on *Academics* and then *Electronic Advisor*. The *Electronic Advisor* addresses a number of different academic issues and topics including:

- General academic information
- Policies and procedures
- Grades and related issues
- Majors and minors
- Special study opportunities
- Services for students

The *Electronic Advisor* also contains links to *My Info* (see below) a site where students can get their personal academic and financial information, and links to all offices and departments (academic and non-academic) on campus.

2. **My Info** (go to [http://www.rider.edu/2526\\_2651.htm](http://www.rider.edu/2526_2651.htm))

Faculty and students can gain access to this site by going to the Rider Homepage and then clicking the *My Info* section off of Quicklinks. You will need your Easypass name/password to enter this site.

Students will be able to see the following information:

- Financial
- Schedule
- Semester Grades
- Transcript

Faculty will get the following menu:

- [Class Roster](#) (for any class you are teaching)
- [Search for Sections](#) (look for open sections to help advisees schedule)
- [My Class Schedule](#) (shows your teaching load for the semester)
- [Student profile](#) (can look at the record of any student)
- [Schedule Approval](#) (allows you to greenlight a student for course selection)
- [Permission Course Approval](#) (if you are teaching a "Permission of Instructor" course)
- [Rider Courses Lookup](#) (to help advisees during course selection)
- [Rider My Advisees](#) (look at the academic records of your advisees)
- [Rider Advising List](#) (look at the academic record of any student)
- [Grading](#) (turn in grades for your courses)

- [Rider E-Advising Resources](#) (takes you to transcript analysis, placement test results, and progress Reporting sites, and allows you to e-mail all advisees)

## IV. Academic Policies and Procedures

### A. Normal Academic Load

Twelve credits constitute full time status. The normal academic load for each undergraduate student shall not exceed 17 credits hours per semester. Supplemental education units (Math Skills Lab, Introduction to Academic Reading, etc.) will be counted in load, but bear no credit towards graduation.

An undergraduate student may exceed the normal academic load after passing 45 credit hours and attaining a cumulative grade point average of 3.00 or better. Students wishing to take more than 17 credits must see their academic dean to get permission.

### B. Academic Classification

Freshman	0-23 credits completed
Sophomore	24-53 credits completed
Junior	54-89 credits completed
Senior	90 or more credits completed

### C. Grades and Quality Points

To compute a grade point average, multiply the number of quality points that the grade represents by the number of credits that the course is worth. Add up all quality points, then divide by the total number of credits.

<u>Grades</u>	<u>Quality Points/Credit Hours</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0

$$\text{Grade Point Average} = \frac{\text{Total Quality Points}}{\text{Credits Attempted at Rider}}$$

#### D. Repeating a Course

The following guidelines apply to repeats:

- Generally, courses in which the student received a grade of “D” or “F” may be repeated.
- In cases where honor grades are required by graduate schools in particular subject areas, the Dean may permit a student to repeat a course in which a grade of “C” is received.
- In cases where departments require a 2.00 in the major, or no grade less than “C” in the major, a student may be allowed to repeat a course where a student has received a “C.”
- When a course in which the student received a grade other than “F” is repeated, the student may hinder progress towards graduation and impact financial aid eligibility. Students in this position should be advised to consult with their financial services advisor. **Repeating a grade other than “F” will not result in additional credit and may put the student at a credit deficiency.**
- When a course is repeated, the second grade supersedes the first grade. This means that only the second grade is calculated in the cumulative grade point average (even if the grade is lower). Both grades will remain on the transcript in their respective semesters and an “R” will appear on the transcript in the semester in which the course was previously taken.
- When a student repeats a course in which the original grade was “C-“ or “D”, then receives an “F” the second time the course is taken, the “F” grade supersedes the first grade and the student will lose credit for the course.

#### E. Academic Honesty

Students should consult *The Source* for the code of academic conduct.

Academic dishonesty includes any unauthorized collaboration or misrepresentation in the submission of academic work. Similarly, students are expected to adhere to all regulations pertaining to examination conduct.

Academic dishonesty is a serious offense and can lead to dismissal or expulsion from Rider University. Observed incidents of academic dishonesty should be reported to the instructor, department chairperson, or the Dean of Students.

#### F. Change of Grade

It is presumed that grading is solely a matter of individual faculty members’ judgment fairly based on their professional expertise and training.

Final course grades may be changed only on the initiative of the faculty member or as a result of a grade appeal hearing. A faculty member may change a grade on his/her own initiative, provided the decision is made within four months from the date that the original grade was submitted. The faculty member must provide a reason for the change on the Change-of-Grade form available at the Registrar’s and Deans’ offices. Copies of the form will be sent to the student, the chairperson, and the academic dean.

Students may appeal a final grade on the grounds that the grade is an arbitrary, capricious, and/or unreasonable evaluation. Misunderstandings or disagreements with professional academic judgment are not grounds for grade appeal. Grade appeals must be filed within thirty days of the end of the relevant semester or session. The precise procedures for filing grade appeals appear in *The Source*.

#### **G. Requests for Temporary Grade of Incomplete**

Instructors may grant an “Incomplete” to students doing passing work whom (for unavoidable reasons) are unable to complete work for a course. A student’s negligence or procrastination, of course, would not be considered acceptable reasons for granting an “Incomplete.” The request is initiated by the student before the end of classes, but instructors who know of any unusual circumstances preventing the student from initiating the request may grant an “Incomplete” on the student’s behalf. The instructor granting an “Incomplete” submits a grade of “I” on the grade report to the Registrar.

Students must complete work within four weeks of the end of the final examination period or by the deadline specified by the instructor, or the Registrar will change the “Incomplete” to an “F.” As a result of extenuating circumstances, students may request a two week extension. This request must be made prior to the expiration of the original four week period. Forms for notifying the Registrar of approved extensions are available at the Registrar’s and Deans’ offices.

An “Incomplete” appears on grade reports and transcripts as an “I” and is calculated in the student’s grade point average as an “F”. By the end of the four-week period (or the two week extension), instructors changing a grade from “I” to a passing grade should record the change on a Change-of-Grade form, available at the Registrar’s Office and the Deans’ Offices. When the grade is changed, the grade point average is recalculated.

#### **H. Withdrawal from the University**

A student withdrawing from the university is required to fill out a “Withdrawal Form” with the Dean of Students’ Office, Bart Luedeke Center (BLC) 105, ext. 5101. Authorization to withdraw will be granted up to, but not including, the last two weeks of the semester (check dates in Rider University’s *Academic Catalog*).

A student whose withdrawal is effective at the end of the semester and who is not in good academic standing may be dismissed. **ACADEMIC DISMISSAL SUPERSEDES WITHDRAWAL FROM THE UNIVERSITY IN ALL CASES.**

Check the *Academic Catalog* for information concerning reimbursement time periods for withdrawals.

#### **I. Withdrawal from a Course**

There are three withdrawal periods every semester, each with different guidelines. (Students should check the *Academic Catalog* or *The Source* for withdrawal dates.)

- **Withdrawal I** – (weeks 3-7) Students can withdraw from the course(s) at any time during this period simply by going to the Registrar’s Office and filling out the proper form.
- **Withdrawal II** – (weeks 8-12) Instructor’s discretion. Students must obtain the instructor’s permission to withdraw from the course. **THE INSTRUCTOR IS NOT OBLIGATED TO SIGN A STUDENT OUT OF THE CLASS.** It is the student’s responsibility to check the withdrawal policy for each class.
- **Withdrawal III** – (weeks 13-14) Physiological or Psychological Incapacity (last two weeks of the semester). Students must present documented evidence of physiological or psychological incapacity to obtain a withdrawal at this point in the semester. Students in this category should seek advisement from the Dean of Students’ Office, BLC 105, ext. 5101. Physiological or psychological incapacity generally implies withdrawal from all courses.

Withdrawal from a course can impede satisfactory academic progress. Before a student decides to withdraw, students should discuss this course of action with the instructor, their advisor, and/or their Dean.

#### J. Leaves of Absences

Leaves of absence are granted for military or medical reasons only, typically for a one year period. Military leaves may be renewed annually for a total of four years. Students returning from leaves of absence may continue under the curriculum requirements existing when they left. Inquiries should be made at the Dean of Students’ Office, BLC 105, ext. 5101.

#### K. Internships and the Cooperative Experience

Internships are available to students in a number of departments at the University. Internships range from credited to non-credited, salaried to voluntary, and may be offered during the academic year or during the summer. Some internships have eligibility requirements such as class standing or GPA. The student should check with the department to determine eligibility.

The co-op program provides a significant work experience to support the professional development of the student and complement the theoretical and classroom learning. It also enhances students’ employment opportunities since many employers use a co-op program as a first step before they hire full-time employees. Business students can participate in co-ops for accounting, computer information systems, finance, and general business. Eligible students include juniors and seniors with a minimum overall GPA of 3.0, and a minimum GPA of 3.0 in the major. Co-op credits can be applied toward business or free elective requirements. Grading is on a pass/fail basis.

#### L. Independent Study

Students who wish to pursue special topics that they have become interested in as a result of course work may take up to 12 semester hours of Independent Research and Study toward graduation. To be eligible for Independent Research and Study, however, a student must be a junior or senior in good academic standing. Only one project can be scheduled in a semester, and for no more than four (4) semester hours. Each Independent Research and Study proposal must be approved by a faculty sponsor, the department chairperson, and the instructor's and student's dean. The proposal must be approved no later than the end of the third week of the semester. Independent Research and Study forms are available in the Deans' Offices.

#### M. Supervised Study

Juniors and seniors in good academic standing who, for reasons beyond their control find that a required course has not been scheduled before they expect to graduate, may receive permission from a faculty sponsor, department chairperson, and the dean to register for IND-300: Supervised Study. Appropriate forms, available in the Dean's Office, must be completed and approved no later than the last day to add courses for the semester in which the supervised study is to be undertaken. The supervised study course must be at least at the 300 level.

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#### N. Attendance

Each member of the faculty has the authority to set the attendance policy for each course. Students should learn their instructors' policies and should inform their instructors of the nature and extent of absences. **Only the instructor has the right to excuse a particular absence**, but consideration is asked for field trips, religious observances, participation in varsity athletics, placement interviews for graduating seniors, and validated medical reasons. Students are responsible for information presented in class during any absence, even if the absence is excused.

If a student cannot reach his/her professors and if absences interfere with three or more consecutive class sessions or with final examinations, the student should notify the Dean of Students' Office, BLC 105, ext. 5101. The Dean of Students' Office will send messages to the student's professors. Such notification does not constitute an excuse unless the student's professors accept it as one.

Faculty members may report the names of students absent for three or more consecutive class sessions. The Dean of Students' Office will try to contact such students and will report the results to all affected parties.

#### O. Audit

Students who want to attend classes without taking examinations or receiving grades may audit courses when class space allows. Transcripts will record an audit with the notation of X. If the credits of the audited course mean that the student's credits for the semester will exceed 17, an additional fee may be charged.

The extent to which an auditor may take part in a course's activities is determined by the student and the instructor. In addition to the audit fee, students auditing a course carrying separate fees must pay all such required fees.

#### P. Course Selection

Course selection is the process by which students meet with their academic advisors to select and register for courses.

- The *Course Schedule* contains a listing of all day and evening courses available for the following term. In addition, it will list the periods the courses are offered, the instructor, and any prerequisites required for the course. Advisors should pay particular attention to course prerequisites. Courses are listed in alphabetical order according to the department. Course descriptions for new courses not listed in the Academic Catalog can be found here. The dates and times a student can register can be found in the *Schedule*. The *Course Schedule* is also on the web.
- Students in the College of Business Administration obtain their *Course Schedules* and course registration materials from the Dean's Office, Swiegart Hall, room 276. Students in the School of Education obtain theirs in Memorial Hall, room 102. Students in the School of Liberal Arts and Sciences obtain theirs in the departmental offices. Those students in SLAS who have not declared a major (University Studies students) may obtain their course registration material from their advisors.
- **All students are required to meet with their academic advisors before registering for courses.** During this meeting, the advisor should review with the student the major and core requirements, review progress the student is making toward graduation, update core and major checksheets, and discuss the student's academic standing, if necessary. Advisors may find it necessary to schedule additional office hours, at this busy time, in order to allow enough time to meet with all their advisees. Online registration is available to all Rider students, excluding incoming first semester freshmen. Students registering online must first be "greenlighted" by their advisor.

If registering in person, students must obtain their advisor's signature on their course request forms before the Registrar will accept their requests. In addition, if the student is registering for a course that requires special permission, this permission must be obtained

on a Permission Course Approval form (available in the Dean's Offices or the Registrar's Office) before the Registrar will permit the student to register for the particular course.

- Students who need special scheduling because of medical, physical, or psychological disabilities should contact the Director of Services for Students with Disabilities (VON 21, ext. 7365). Students needing special scheduling because of learning disabilities, cognitive disabilities or other disabilities such as ADHD should contact the Director of Services for Students with Disabilities. If your advisee shares with you that he or she has a learning disability (LD), attention deficit disorder (ADD or ADHD), or other cognitive impairment (neurological problems, head injury, etc.), please refer him or her to the Director of Services for Students with Disabilities. This office evaluates disability documentation to make sure it meets Rider's requirements, and then recommends appropriate academic adjustments to allow the student an equal opportunity to succeed. If a student believes he or she might have LD or ADD but does not have documentation, this office can work with the student and make an evaluation referral if needed.
- Course selection for spring semester takes place the preceding October/November, while course selection for fall and summer sessions takes place the preceding March. Students are permitted to course select according to the number of credits completed at the time the course selection process begins. Resident advisors, Rider Community Scholars, college/school based honor students and athletes are usually permitted to register first, with all other students registering in descending order according to the number of credits completed. Students should refer to the *Course Schedule* for the exact date they are permitted to register. Students will not be permitted to register earlier than their scheduled date, but may register anytime after that date.
- Students may only add courses to their schedules during the first week of the semester or summer session. Students are permitted to drop courses during the first two weeks of the semester (summer sessions are pro-rated based on length of session and students must check calendars for dates). Courses that are dropped do not appear on the student's transcripts. Adding and dropping courses may only be done by completing an Add/Drop form and handing it in at the Office of the Registrar.
- Full-time status means a student must enroll for 12-17 credits. The comprehensive tuition fee covers up to 18 credits. (students wishing to take 18 credits must see their academic dean to get permission) Once a student has completed 45 semester hours with a cumulative grade point average of at least 3.0, the normal maximum load can be exceeded by paying an overload fee.

Any student enrolled for 11 credits or less is considered a part-time student and will be charged on a per credit basis.

#### Q. **Basic Degree Requirements**

Each college has its own set of requirements for degree completion. There are three categories or courses that meet the requirements of each college.

- **Core requirements** must be fulfilled by all students in the university and consist of general education courses, as well as core courses in the specific discipline.
- **Major requirements** are those courses that are specific to the student's program.
- **Electives** are choices that are not required. Electives may be taken in any college unless restrictions apply. Check the *Course Roster* and Academic Catalog for detailed information.

#### R. **Meeting Degree Requirements**

**It is every student's responsibility to insure that degree requirements are being met.**

Students should consult with their advisors at least once per semester to check their records and to find out what requirements remain. Students need 120-126 credits to earn their degree, depending upon the program in which they are enrolled.

#### S. **Graduation**

Check the *Academic Catalog* for specific requirements. In general, students who are nearing graduation should take the following steps:

1. Check their file with their advisor or My Info to insure that the proper courses are being taken prior to the last semester.
2. Complete a Degree Application in the office of their Dean so that the Dean is aware of their plans to graduate.
3. Make sure that all financial obligations have been addressed.

Students will be contacted by Alumni Relations regarding the ceremony and the issuance of the cap and gown. Graduation is typically held on a Friday morning (check the *Academic Catalog* for date) and, unless the weather is extreme, the ceremony is held outside.

Graduation Honors:

Summa Cum Laude    3.75-4.00    GPA

Magna Cum Laude    3.50-3.74    GPA

Cum Laude            3.25-3.49    GPA

#### T. **Academic Standing**

Decisions regarding academic status or dismissal for poor scholarship are made by the Committee on Academic Standing of each college.

Good academic standing is defined as having at least a 2.00 cumulative grade point average. Students who fall below 2.00 are placed on Conditional Standing and are subject to academic dismissal under the following conditions:

- a. The student's cumulative grade point average is below 2.00 for two or more consecutive semesters. These cases are reviewed by the Academic Standing Committee.
- b. The student's cumulative grade point average falls below the probationary standards established at each of the following levels:

<u>Semester Hours Completed</u>	<u>Minimum Average</u>
0-16	1.00
17-32	1.50
33-48	1.70
49-64	1.85
65-80	1.90
81-96	1.95
97-112	1.95
113-on	2.00

- c. The student fails to follow the recommendations made by the Academic Standing Committee and fails to achieve a 2.00 cumulative grade point average. Dismissal from Rider University for academic reasons terminates a student's relationship to the University. Although some students will apply for readmission, there is no real or implied right to such readmission. A student dismissed for academic reasons will normally not be eligible for readmission within one calendar year of the dismissal date. A student who is dismissed twice is not eligible for readmission to the University. Decisions concerning readmission are made by the Academic Standing Committee of the college to which the student seeks readmission.

Students who wish to appeal a dismissal must submit a written statement of appeal to the Academic Standing Committee of their college within ten days from the date on their letter of dismissal. In addition, students may be required to personally meet with the Committee. All appeals submitted by the deadline will receive consideration by the Academic Standing Committee.

#### U. **Changing/Declaring a Major or Minor**

Students who wish to declare a major or minor or change a major or minor may do so by completing a Transfer Between Colleges/Major/Minor/Concentration form and obtaining all the necessary signatures. A new advisor will be assigned at this time and the student should see the new advisor to review requirements. (Students wishing to transfer into the School of Education must have a minimum GPA of at least 2.75.) This form is available in any of the Deans' Offices.

#### V. **Transfers**

Students who wish to transfer between colleges within Rider must obtain a Transfer Between Colleges/Major/Minor/Concentration form from their Dean's Office, obtain all of the proper signatures, and turn the form in to the college that they wish to be enrolled. In order to transfer, a student must have a minimum grade point average of 2.00.

Students should seek help from an advisor or the Dean's Office of the college that they wish to enroll before they select courses. This will insure proper course selection.

#### W. **Taking Courses Off Campus**

A student may request permission to take courses at another institution. A student wishing to do so must:

1. Obtain permission from their Dean via an Off-Campus Course Approval form before starting the course.
2. Have at least a 2.00 cumulative grade point average.
3. Take the courses at a four year institution if they have completed 60 or more credits. Any exceptions to guidelines must be approved by the appropriate Dean.

A grade of "C" or better must be received in order for the credits to transfer.

Grades received at another institution will not affect the Rider grade point average, since only credits transfer and not grades.

***The last 30 credits must be taken at Rider.***

#### X. **Study Abroad** (go to [http://www.rider.edu/172\\_352.htm](http://www.rider.edu/172_352.htm))

Study Abroad offers long-term immersion in a foreign language and culture. Students perfect foreign language skills and, through the challenge of living in a foreign culture, develop self-confidence and a sensitivity to and appreciation of the values of others.

Study abroad experiences are available in many locations through Rider-based programs. Study sites include Austria, Australia, England, France, Ireland, Latin America, China, and Spain, plus others. Credit for study abroad is available for language study as well as for cultural courses. Courses to be used for completion of core requirements should be approved by the appropriate office before students enroll at study abroad sites. Credits awarded typically range from twelve to seventeen per term. Courses already completed at Rider will not be transferred. Student participants will be provided with orientation information sessions prior to beginning study abroad.

Rider has recently added summer faculty-led study abroad programs in China and in England. These programs are offered through the College of Continuing Studies and generally follow the same application procedures as regular semester abroad programs.

A minimum 2.5 cumulative grade point average at Rider University and approval of the Foreign Studies Committee are required. Most students elect to participate during their junior or senior year. Applications must be completed and returned by March 1 for the following summer and fall and by October 1 for the following spring term.

The cost of tuition in Austria, France, Ecuador, and Spain is identical to Rider tuition. Transportation and room and board charges are not included; they vary with the arrangements made in each country. Room and board charges in Australia are also not included and are the students' responsibility. Financial aid received for study at Rider is generally transferable; students receiving merit scholarships (e.g., athletic scholarships) must obtain prior approval. Students receive Pass or Fail grades for study abroad courses.

For further details and complete information on the above programs, as well as other study abroad opportunities with non-Rider programs visit the Study Abroad website; from the Rider home page, click on *Academics* then on *Honors Programs & Learning Opportunities* then click on *Study Abroad*.

## Y. Andrew J. Rider Scholars, Dean's List and Honor Societies

### ▪ **Andrew J. Rider Scholars**

The Andrew J. Rider Scholars are the four seniors, three juniors, and three sophomores with the highest cumulative grade point averages in each college at the end of the spring semester. They are honored at Founder's Day, held each fall, and their achievement is noted on their official transcripts.

### ▪ **Dean's List**

The Dean's List is determined at the completion of each semester. To be placed on the Dean's List, students must have completed at least 12 credits during the semester and have achieved at least a 3.25 grade point average, with no grade below a "C" for the semester.

### ▪ **Honor Societies**

A number of different honor societies are in place to recognize general excellence and excellence in a particular field. Check *The Source* for specific information about eligibility requirements for all honor societies. The honor societies that celebrate general excellence include the following:

#### Honor Key Society

Founded by the Phi Beta Kappa Faculty Club at Rider University, this honorary society recognizes outstanding achievement by students in the College of Liberal Arts, Education, and Sciences. Students at Westminster Choir College and the College for Continuing Studies are also eligible for membership. See requirements in *The Source*.

#### Beta Gamma Sigma

An honor society for business students who show outstanding achievement in their field.

Kappa Phi Kappa

A national professional fraternity in education devoted to the professional development of its members through the activities and opportunities provided by the campus/community/field involvement.

## **V. Checklists of Core Requirements of Each College**

- A. College of Business Administration
- B. School of Liberal Arts and Sciences in the College of Liberal Arts, Education, and Sciences
- C. School of Education in the College of Liberal Arts, Education, and Sciences

See relevant pages in the Catalog (<http://www.rider.edu/files/ugradcat0708.pdf>)

## VI. List of Majors, Minors, and Concentrations/Tracks

### College of Liberal Arts, Education, and Sciences

#### School of Liberal Arts and Sciences

<u>Major</u>	<u>Minor</u>	<u>Concentration/Track</u>	<u>Location/ Extension</u>
American Studies	American Studies		FA 327/5573
Biochemistry			SCI 336C/5095
Biology	Biology		SCI 338A/5428
Biopsychology			SCI 338A/5428
Chemistry	Chemistry		SCI 336C/5095
Communication		Multimedia and Web Design Radio and Television Speech and Interpersonal Communication	FA 281/5789
	Multimedia and Web Design Radio and Television Speech and Interpersonal Communication		
Journalism		News-Editorial Journalism Public Relations	FA 281/5789
	News-Editorial Journalism Public Relations		
Economics	Economics		SWG 257/5563
English		English Literature English Writing	FA 326/5145
	English Literature English Writing Cinema Studies		
Fine Arts	Fine Arts	Art Dance Music Theatre	FA 154/5168
	Dance Film and Media Studies		

**School of Liberal Arts and Sciences (continued)**

<u>Major</u>	<u>Minor</u>	<u>Concentration/Track</u>	<u>Location/ Extension</u>
Foreign Languages			
French	French		FA 379/5146
German	German		FA 379/5146
Russian	Russian		FA 379/5146
Spanish	Spanish	Language & Literature Business & Professions	FA 379/5146
	Gender and Sexuality Studies		SWG 306/5539
Geological, Environmental & Marine Sciences			
Environmental Science			SCI 323D/5330
Geosciences	Environmental Geology		SCI 323D/5330
Marine Sciences	Marine Sciences Oceanography		SCI 323D/5330
Global and Multinational Studies	Global and Multinational Studies		FA 285/5267
History	History		FA 224/5151
Integrated Sciences and Math		Life Sciences Physical Sciences	SCI 337E/5091
	International Studies		FA 381/5146
	Law & Justice	Legal Studies Criminal Justice	FA 327/5573
Mathematics	Mathematics		SCI 337E/5091
	Multicultural Studies		FA 269/5105
Philosophy	Philosophy Ethics		FA 372/5139
	Physics		SCI 336C/5095
	Political Communication		FA 285/5267

**School of Liberal Arts and Sciences (continued)**

<u>Major</u>	<u>Minor</u>	<u>Concentration/Track</u>	<u>Location/ Extension</u>
Political Science	Political Science		FA 285/5267
Psychology	Psychology		SCI 320A/5436
	Russian Area Studies		FA 379/5146
Sociology	Sociology Social Work		FA 238/5179

**School of Education**

<u>Major</u>	<u>Minor</u>	<u>Concentration/Track</u>	<u>Location/ Extension</u>
<b>Elementary Education</b> + second major in a liberal arts or science	Early Childhood Education Middle School Education Special Education		MEM 102/5444
<b>Secondary Education</b> + second major in one of the following:			MEM 102/5444
Biology			
Chemistry			
English	Literature / Writing		
French			
Geosciences			
German			
History			
Mathematics			
Social Studies	Psychology		
Spanish			
<b>Business Education</b>			MEM 102/5444

## College of Business Administration

<u>Major</u>	<u>Minor</u>	<u>Concentration/ Track</u>	<u>Location/ Extension</u>
Accounting			SWG 276/5170
Actuarial Science			SWG 276/5170
Advertising		General Advertising Interactive Advertising	SWG 276/5170
Business Administration			SWG 276/5170
Business Economics			SWG 276/5170
Computer Information Systems			SWG 276/5170
		Business and Multi Media Network & Ent Management Application & Dev	
Entrepreneurial Studies			SWG 276/5170
Finance			SWG 276/5170
International Business (Co-Major)		Foreign Language Global Perspective	SWG 276/5170
Human Resource Management			SWG 276/5170
Management & Leadership			SWG 276/5170
Marketing			SWG 276/5170
	Advertising		SWG 276/5170
	Computer Info Systems		
	General Business		SWG 276/5170
	Sales for Non-Business Majors		SWG 276/5170

**College of Business Administration (continued)**

<u>Major</u>	<u>Minor</u>	<u>Concentration/ Track</u>	<u>Location/ Extension</u>
	Health Administration		SWG 276/5170
		Sports & Society	SWG 276/5170
		Entrepreneurship Conc	SWG 276/5170

**College of Continuing Studies**

<u>Major</u>	<u>Minor</u>	<u>Concentration/ Track</u>	<u>Location/ Extension</u>
Accounting			BLC100/5033
Advertising			BLC100/5033
Business Administration			BLC100/5033
Computer Information Systems			BLC100/5033
Entrepreneurial Studies			BLC100/5033
Finance			BLC100/5033
Human Resources Management			BLC100/5033
Management & Leadership			BLC100/5033
Management & Leadership & Human Resource Management Double Major			BLC100/5033
Marketing			BLC100/5033
International Business			BLC100/5033

**College of Continuing Studies (continued)**

<u>Major</u>	<u>Minor</u>	<u>Concentration/ Track</u>	<u>Location/ Extension</u>
Chemistry			BLC100/5033
Liberal Studies		Humanities Social Science Applied Social Science Global Studies Law & Justice Natural Science	BLC100/5033
Associate in Arts in Business Administration			BLC100/5033
Associate in Arts in General Studies			BLC100/5033

## VII. Important Dates and Occasions at a Glance

	2007-8	2008-9	2009-10	2010-11	2011-12
<b>FALL SEMESTER</b>					
Faculty Convocation (Thursday)	8/30	8/28	9/3	9/2	9/1
Final Testing/Scheduling (Mon & Tues)	9/3 & 4	9/1 & 2	9/7 & 8	9/6 & 7	9/5 & 6
Orientation/Opening (Sunday, Monday & Tuesday)	9/2-9/4	8/31-9/2	9/6-9/8	9/5-9/7	9/4-9/6
Residences open (Sunday*)	9/2	8/31	9/6	9/5	9/4
Registration (Wednesday)	9/5	9/3	9/9	9/8	9/7
Evening, Grad classes begin(Wed)	9/5	9/3	9/9	9/8	9/7
Day classes begin (Wednesday*)	9/5	9/3	9/9	9/8	9/7
Thanksgiving Recess begins (Wed.)	11/21	11/26	11/25	11/24	11/23
Classes Resume (Monday)	11/26	12/1	11/30	11/29	11/28
Classes End (Saturday)	12/8	12/6	12/12	12/11	12/10
Reading Days (Sat & Sun)	12/8 & 9	12/6 & 7	12/12 & 13	12/11 & 12	12/10 & 11
Exams (Monday & Tuesday)	12/10 & 11	12/8 & 9	12/14 & 15	12/13 & 14	12/12 & 13
Reading Day (Wednesday)	12/12	12/10	12/16	12/15	12/14
Exams (Thursday & Friday)	12/13 & 14	12/11 & 12	12/17 & 18	12/16 & 17	12/15 & 16
Reading Days (Sat & Sun)	12/15 & 16	12/13 & 14	12/19 & 20	12/18 & 19	12/17 & 18
Exams (Monday & Tuesday)	12/17 & 18	12/15 & 16	12/21 & 22	12/20 & 21	12/19 & 20
<b>SPRING SEMESTER</b>					
Final Testing/Scheduling (Friday)	1/18	1/23	1/22	1/21	1/20
Residences open (Saturday)	1/19	1/24	1/23	1/22	1/21
Orientation/Opening (Thursday & Friday*)	1/17 & 18	1/22 & 23	1/21 & 22	1/20 & 21	1/19 & 20
Registration (Sunday)	1/20	1/25	1/24	1/23	1/22
All classes begin (4th Monday in Jan.)*	1/21	1/26	1/25	1/24	1/23
Spring Recess (Sunday to Sunday)	3/16 - 3/23	3/15 - 3/22	3/14 - 3/21	3/13 - 20	3/11 - 18
Classes Resume (Monday)	3/24	3/23	3/22	3/21	3/19
Classes End (Saturday)	4/26	5/2	5/1	4/30	4/28
Reading Days (Sat & Sun)	4/26 & 27	5/2 & 3	5/1 & 2	4/30 & 5/1	4/28 & 29
Exams (Monday & Tuesday)	4/28 & 29	5/4 & 5	5/3 & 4	5/2 & 3	4/30 & 5/1
Reading Day (Wednesday)	4/30	5/6	5/5	5/4	5/2
Exams (Thursday & Friday)	5/1 & 2	5/7 & 8	5/6 & 7	5/5 & 6	5/3 & 4
Reading Days (Sat & Sun)	5/3 & 4	5/9 & 10	5/8 & 9	5/7 & 8	5/5 & 6
Exams (Monday & Tuesday)	5/5 & 6	5/11 & 12	5/10 & 11	5/9 & 10	5/7 & 8
Commencement (Thursday, Friday) *	5/8 Grad/CCS, 5/9 UG Day	5/14 Grad/CCS, 5/15 UG Day	5/13 Grad/CCS, 5/14 UG Day	5/12 Grad/CCS, 5/13 UG Day	5/10 Grad/CCS, 5/11 UG Day

## **VIII. Frequent Referrals**

### **College of Business Administration**

#### **Dean's Office**

Dr. Larry Newman, Dean	SWG 219	ext. 5152
Dr. Steven Lorenzet, Assoc. Dean	SWG 217	ext. 5170
Ms. Jaime Hall, Academic Coordinator	SWG 214	ext. 5293
Ms. Diana L. Cook, Executive Secretary	SWG 215	ext. 5152
Ms. Angela Wagner, Admin Assoc (Graduate)	SWG 215	ext. 5127
Ms. Barbara Damico, Admin Assoc (Undergrad)	SWG 276	ext. 5170

### **College of Liberal Arts, Education, and Sciences**

#### **Dean's Office**

Dr. Barry E. Truchil, Acting Dean	FA 207	ext. 5155
Dr. Carol S. Brown, Assoc. Dean	MEM 111	ext. 5405
Dr. Jonathan Millen, Asst. Dean/Chair	FA 238	ext. 5406
Dr. Jonathan Yavelow, Asst. Dean/Chair	S 323E	ext. 5093
Ms. Barbara H. Fruscione, Asst. to the Dean	FA 207	ext. 7300
Ms. Theresa Marriott, Academic Coordinator	FA 207	ext. 5454
Ms. Teresa Podgorski, Academic Coordinator	MEM 111C	ext. 5710
Ms. Theresa Lesko, Executive Secretary	FA 207	ext. 7298
Ms. Jeanette Friscia, Adm Spec	MEM 111B	ext. 5068

### **College of Continuing Studies**

#### **Dean's Office**

Mr. Boris Vilic, Dean	LUE 100	ext. 7120
Ms. Karen J. Crowell, Asst. Dean	LUE 100	ext. 7123
Ms. Angela Gonzalez Walker, Asst. Dean	LUE 100	ext. 7121
Ms. Christine DeFrehn, Asst. Dean	LUE 100	ext. 7137
Ms. Kim Paciotti, Executive Secretary	LUE 100	ext. 5033

## FREQUENT REFERRALS

QUESTION	CONTACT	OFFICE/ PHONE
Absences, Grade, Grade Appeal	Instructor The Source (for initiating Grade Appeal)	
Bills, Outstanding	Anna Robbins, Bursar	BLC 2 <sup>nd</sup> floor 896-5020
Business Courses Transferring to Business	Steve Lorenzet Associate Dean	SWG 217 896-5170
Campus Ministries	Chapel, Campus Ministry Office	896-5372
University Store	Joe Judge, Manager	BLC Lobby 896-5121
Commuting Students	Dave Keenan Director, Campus Life	BLC 117 896-5327
Counseling Center	Director, Counseling Services	Zoerner 896-5157
Disabled Students	Barbara Blandford Director of Disability Services	ANX 20 896-5244
Education Courses Transferring to Education	Carol Brown Associate Dean	MEM 111 896-5068
Financial Aid	Drew Aramondo, Director Student Financial Services	BLC, 2 <sup>nd</sup> Floor 896-5360
Food Services	Jan Friedman-Krupnick Asst. VP, Student Affairs	BLC 109 896-5103
Fraternities/Sororities	Ada Badgley Director, Greek Life	BLC 123 896-5327
Freshman Year Issues	Ira Mayo Associate Dean of Freshman	BLC 108 896-5195
Health	Val Kamin, Director Student Health Services	Poyda 896-5060

<b>QUESTION</b>	<b>CONTACT</b>	<b>OFFICE/ PHONE</b>
Job Opportunity, Resume, Interviews	Joyce Tyler, Director Career Services	BLC 237 896-5058
Liberal Arts Courses Transferring to Liberal Arts	Barbara Fruscione Assistant Dean	FA 207 896-5156
Library Information	Librarian Reference Desk	Circulation Desk 896-5115
Majors	Department Chairs	
Residence Life (Housing)	Cindy Threatt, Assistant Dean, Residential Programs	BLC 114 896-5102
Public Safety	Vickie Weaver, Director	GSB 896-5029
<b>EMERGENCY</b>	<b>PUBLIC SAFETY</b>	<b>896-7777</b>
Special Needs Schedule	Sue Stefanick, Registrar	FA 117 896-5065
Student Activities	Dave Keenan Director, Campus Life	BLC 122 896-5327
New Student Resource Center	Beth Bouchard Coordinator	BLC 262 896-5373
Student Government Association	SGA President	BLC 126 896-5349
Tutoring	Dept. Chairperson or Kendall Friedman, Director, Student Success Center	BLC 237 896-5008
Veteran's Affairs	Sue Stefanick, Registrar	FA 117 896-5065
Withdrawal from College	Tony Campbell Dean of Students	BLC 110 896-5101