

# Student and Advisor Responsibilities

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## *To assist with the success of your academic advising sessions and your academic career, it is your responsibility to*

- schedule an advising appointment EARLY each semester
- review your curriculum online at <http://bus.utk.edu/undergrad> or through this *Student Handbook* or the online *Undergraduate Catalog* at <http://catalog.utk.edu>
- ensure you are meeting academic retention standards
- write down a tentative plan for next semester and any questions you have for your advisor
- keep copies of your relevant academic records
- be aware of course prerequisites and corequisites and select appropriate courses
- consult with your advisor before making drastic changes to an agreed-upon schedule
- consult with your academic advisor on issues related to academic progress, a change in program, registration for study abroad, internships and co-ops, courses to be taken at another institution, withdrawal from courses, or withdrawal from the university
- be aware of academic policies and procedures (see pages 35-37 for detailed information)
- be aware of campus resources and support systems that promote academic success
- be aware of career and professional development opportunities available, as well as on-campus support for identification and exploration of career paths
- critically reflect on academic and career goals
- understand the importance of enhancing your degree with co-curricular and inter/intra-cultural experiences
- make final decisions and take responsibility for your academic career
- understand your responsibilities as an educated citizen of UT and of a democratic, diverse, and global society

## *It is your advisor's responsibility to*

- be accessible to you during reasonable hours
- provide a means through which you can schedule appointments
- understand the curriculum, graduation requirements, and university policies
- provide accurate information
- discuss specific university, college, and departmental requirements, procedures, and deadlines
- help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities
- assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests, by considering **course load**, academic background, program demands, and employment or personal commitments
- help you identify special needs and acquaint you with services and programs provided by the college and the university
- refer you to other services, departments, and specific individuals as special needs are identified
- monitor your progress toward educational goals and keep accurate, up-to-date records of academic progress
- assist in the petitioning process for exception to policy
- respect your **right to privacy of educational records** and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests
- help you assume responsibility for your decisions and actions