

Student and Advisor Responsibilities

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 the *Student Handbook* or the *Undergraduate Catalog*.
- Ensure you are on track to meet progression standards that apply to your major.
- Write down your current schedule and a tentative plan for next semester.
- Write down 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 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.
- Make final decisions and take responsibility for your academic career.

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.
- Register students for all College of Business Administration classes.
- 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.