

## Responsibilities of an Advisee

You will derive more benefit from contacts with your advisor and avoid misunderstandings if you know what you can and cannot expect from your advisor and if you know what is expected of you. Carefully examine this list of responsibilities. Any items you are not clear about should be discussed with your advisor.

1. To be aware that final responsibility for selecting courses and meeting degree requirements is YOURS. The advisor can suggest, recommend, and remind you of rules and requirements, but you have primary responsibility for your education.

2. To obtain a copy of the Checksheet for your college and major from your advisor and to keep it up to date as you fulfill requirements.

3. To use the counseling and information resources of this college, including: the Financial Aid Office, Career Development, Placement, Division of Undergraduate Studies, residence hall staff, college representatives, etc.

4. To take the initiative in seeing your advisor, periodically or as needed.

5. To provide your advisor with enough information about yourself to enable the advisor to discuss with you your abilities, potential, and goals.

6. To inform your advisor of im-

portant changes in your plans or circumstances which directly affect your academic performance and educational goals, e.g., your finances, job, health, difficulty with a course, etc.

7. To remember that it is better to see your advisor "too early" than too late if you encounter some problems.

8. To know what your advisor's office hours are.

9. If your schedule conflicts with your advisor's office hours, and you need to see him-her, contact the advisor before or after the advisor's classes, or write the advisor a note requesting a reply or possibly arrange a telephone call.

10. To complete advanced preregistration each term during the time scheduled to do so.

11. To use campus resources other than your advisor to inform yourself about courses you are considering taking. Among these resources are: course syllabus, course description found in DUS, Library, Baccalaureate Catalog, teaching faculty, and other students.

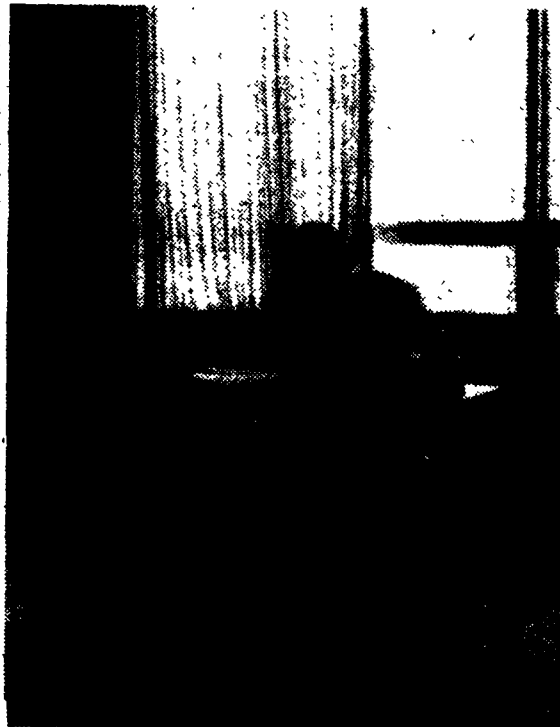
12. To know the academic rules of this university, the University Faculty Senate's academic rules and regulations for students, which are described in the Policies and Rules For Students, distributed at the fall Orientation welcome session.

13. To make explicit the

student's responsibility for formally initiating changes in records with appropriate forms, signed by academic advisor, and turned in by students to Records Office.

14. To know how many terms of your degree program are offered at Behrend College.

15. To know which of the majors at this university are closed, for various reasons, to all students not already in that major.



## Policy on Student Writing

The Behrend College faculty affirms that one of the chief marks of educated persons is their ability to express themselves clearly, correctly, and effectively. Without these abilities, one cannot claim to be fully educated. Moreover, the quality of one's thought cannot be evaluated unless ideas are expressed clearly enough to be understood. For these reasons, the teaching of effective communication, especially writing, must be one of the primary aims of The Behrend College.

Responsibility for teaching the basics of effective written English must, of course, rest primarily with the English faculty. However, all faculty who require writing of their students are justified in demanding clear, correct, and effective prose and may take into account all aspects of composition when evaluating student work.

Students are encouraged to purchase The Behrend College Style Manual in the bookstore. This manual is designed to help students learn to write clearly, correctly, and effectively.

## Religious Activities

Religious activities on campus are the responsibility of the Student Affairs Office. A Roman Catholic Mass is celebrated on campus every Sunday at 11:00 a.m., second floor RUB. The Residence Hall Handbook contains a list of services of several denominations off campus. Any suggestions regarding religious activities may be directed to Dean Harshbarger in the Student Affairs Office, second floor, RUB.

## "Excellence in Teaching" Award

In 1969, the Behrend College Advisory Board established an "Excellence in Teaching" award to annually recognize that faculty member who in the opinion of students and colleagues most truly fills the role of an inspired and committed instructor - an instructor whose teaching and working with students is characterized by excellence.

The recipient of the award, selected from among faculty members nominated by students, chartered student organizations, faculty, or staff, is recognized at Commencement each Spring and receives a plaque and a check for \$250 from the Behrend College Advisory Board.

Previous recipients of the "Excellence in Teaching" award include:

1970 Philip K. Iobst, Instructor in Philosophy

1971 Jeffrey C. Steinbrink, Instructor in English

1972 Edwin C. Masteller, Associate Professor of Biology

1973 A. Daniel Frankforter, Assistant Professor of History

1974 Mary Chisholm, Assistant Professor of Chemistry

1975 Charles C. Kolb, Instructor in Anthropology

1976 Donald R. Leavers, Assistant Professor of Chemistry

1977 Michel Small, Assistant Professor of English

1978 Barry R. Weller, Assistant Professor of Economics

1979 Robert P. Hostetler, Associate Professor of Mathematics

## Grade Mediation Panel

The purpose of the Grade Mediation Panel is to provide a forum for discussion and resolution when a student and a Behrend College faculty member are involved in a misunderstanding concerning a final grade. Since only the instructor of a given course can give or alter a grade, findings are advisory only.

The panel is composed of two faculty from the Committee on Undergraduate Studies and two students.

The Grade Mediation Panel is the Third Level Consultation in the following procedure:

First Level Consultation - Student to Faculty Member

Second Level Consultation - Student to Division Head

Third Level Consultation - Student to Grade Mediation Panel established by the Undergraduate Studies Committee

Final Referral-Consultation - Student to Dean of Faculty

Any request for remediation must be submitted within one term after the grade has been received. Since the panel meets only during the academic year, complaints concerning grades given spring term will be considered in the fall. The hearing may be during the second academic term, but in no case will the process take more than one academic year. Questions may be directed to Dr. Richard Mester, Chairman of the Grade Mediation Panel, second floor, RUB.

## Committee on Student Affairs

The Committee on Student Affairs serves in an advisory capacity to the Student Affairs Office and concerns itself with policies relating to general student welfare. The committee for the 1979-80 academic year is composed of three faculty members, Captain Jeffrey Witherel, Mrs. Cathy Mester, and Dr. Zachary Irwin and two students, Sharon Pulte and Paul Visintainer. The dean of student affairs, Dohn Harshbarger, and Student Senate president, Linda Schweinitz, serve as ex officio members. Any issue concerning student life may be brought to the attention of a committee member.

## Tutoring Services

Tutoring services are offered through the Office of Student Affairs. The tutors are upperclass students who have taken a particular course previously and have received no less than a B as a final grade in the course. Students who qualify as tutors fill out a card in the Office of Student Affairs, listing their class schedule, name, address, telephone, most convenient time to be reached, and the courses they can tutor. Any student interested in tutoring or being tutored should contact the Office of Student Affairs, second floor, RUB for further information.

## Vehicle Registration on Campus

All students must register their automobiles or motorcycles during the Registration prior to each term. Any student requiring the use of a motor vehicle after any regular Registration period must register at the Security Office before operating it on campus. The registration fee is \$10.00 per term for automobiles, and \$5.00 per term for motorcycles. If you are participating in a car pool, the fee for two automobiles is \$8.00 each per term or a total of \$16.00; the fee for three automobiles is \$7.00 each per term or a total of \$21.00; the fee for four automobiles is \$6.00 each per term or a total of \$24.00; and the fee for five automobiles is \$5.00 each per term or a total of \$25.00. In order to register your motor vehicle and receive a parking permit, you must have the vehicle registration card and insurance verification.

Parking permits issued to students are valid for parking only in the areas designated as a student parking area. Commuter students are assigned to park in the lots north of Erie Hall, Turnbull Hall, and the Nick Building. Resident students are assigned only in the large lot south of Lawrence Hall.

Any questions regarding vehicle registration or parking regulations should be directed to the Department of Safety and Security located in South Cottage.