

2. provide advisers with an Advising Handbook containing annually updated information related to policies, procedures, programs, and services
3. provide advisers with appropriate training in academic advising
4. periodically evaluate the effectiveness of the advisement program and individual advisers using an evaluation instrument approved by the Faculty Senate and coordinated by the Division of Academic Affairs
5. consider academic advising in tenure, promotion and merit decisions
6. inform students of the advising and counseling services at UT Martin and stress the importance of academic advising.

Student Advisement

Each student will be assigned a faculty adviser: by the appropriate department chair if the student has declared a major; or by the Director of the Student Success Center for an undeclared major. Advisers will aid the students in selecting and scheduling appropriate courses and will be available to counsel them in all matters pertaining to their academic programs and career objectives.

Academic Overload

Students may enroll during the fall and spring semesters for a maximum of 20 credit hours with their adviser's approval (9 hours during each summer term). The dean's approval must be obtained in order to register for a larger number of credit hours.

Probationary students may not register for more than 16 credit hours per semester or eight credit hours per summer term without the written approval of the appropriate college dean.

An Overload Approval form must be taken to the Office of Academic Records for processing.