

**STUDENT SUCCESS CENTER
UNDECLARED STUDENT ADVISING AGREEMENT**

The following agreement clarifies the expectations of students enrolled undeclared at the University of Tennessee at Martin. It is expected that you review this agreement with an advisor, initial each statement and sign below indicating you are aware of the items included in the agreement.

I, _____, understand that it is my responsibility to ...
(Print name)

_____ complete three advising appointments with my Student Success Center academic advisor by the end of my first semester and each subsequent semester that I am undeclared.

_____ complete, and turn in to an academic advisor, a *Four Semester Plan* by the end of my first semester. It is my responsibility to review and update this plan as needed.

_____ complete 14-16 credits each semester in order to graduate in a timely manner.

_____ satisfy Mandatory Placement, Reading, English and Math requirements by the completion of 30 credits. Failure to do this will require me to meet with a Mandatory placement advisor until they are completed.

_____ register for mandatory placement courses each semester until all mandatory requirements are completed. I should choose career exploration courses that will also help me to explore potential majors.

_____ declare my major before the completion of 60 hours. If I prolong this decision, my advisor will place an advisor hold that will prevent registration for future terms until I declare a major.

_____ use CAPP to evaluate my academic progress towards my intended major and attach the results to my four semester plan.

_____ enroll in an approved 2 semester hour course, attend the major fair or complete an approved exploration activity by the end of my first semester.

_____ read the Undergraduate Catalog in order to select courses and become familiar with CAPP, major requirements, academic policies, and registration deadlines.

_____ If I am placed on academic probation (GPA below – 2.0) at anytime, I will schedule an appointment with the probation counselor.

Student's Signature _____ Date: _____

Advisor's Signature _____ Date: _____

Overview

Beginning in the fall 2008 semester, all new students entering the University of Tennessee at Martin undeclared are governed under Student Success Center advising policy. The purpose of the UT Martin undergraduate educational experience is to prepare all students for opportunities and challenges of a dynamic world. This policy is in accordance with the campus general education requirements. All students who enroll as undeclared in fall 2008 are strongly encouraged to satisfy the following requirements:

1. Complete 3 appointments with assigned academic advisor
2. Sign a Student Advising Agreement during their first visit with an academic advisor
3. Complete an approved Exploration Activity – Meet with a career counselor, attend major fair, etc.
4. Create a Four Semester Plan

These new requirements must be completed or the advisor hold will not be removed.

Student Advising Agreement

Universal Explanation of the Student Advising Agreement

- The advising agreement clarifies the expectations of students within who enter the university undeclared. It is expected that students review the agreement with an advisor, initial each statement and sign it as an indication that they are aware of the items included in the agreement.

Exploration Option

Overview of the Exploration Option

- A means of ensuring that students remain actively involved in choosing a major and/or career path. Students are required to choose from 2 options and should be encouraged to choose an option that will suit their particular needs
 - The 2-credit hour- General Studies 101 course (undeclared section) is typically a semester long course that meets twice a week for 1 hour.
 - These courses assist students in making a smoother and more successful transition into the University of Tennessee at Martin. This is accomplished by activities and programming that addresses important areas, such as: study skills, career decision-making, student development, campus resources, and major exploration.
 - The Exploration Activity is an option that the student will discuss with their advisor so that they both are aware of which activity the student will complete. The exploration activity provides the student with a unique opportunity to get more detailed information about a particular field or major by interacting with a professional/staff/faculty member who has extensive knowledge about the subject matter. (Students who choose this option are required to complete an exploration activity worksheet to document and reflect on their experiences)
 - The exploration activity allows students to actively engage in the major and career exploration process by participating in discussions, and events that will provide the student with information that will help them make empowered decisions.
 - Exploration activities – attend Major Fair, enroll in career exploration course(Gen. 201) or informational interview.

Four Semester Plan

Universal Explanation of the Four Semester Plan

- All students are required to declare a major in a degree granting program by the completion of their 60th semester hour. Every degree granting major has a curriculum plan that students can use as a guide for choosing classes each semester. Since students can only remain undeclared for 4 semesters. Waiting longer than this to select a major can jeopardize your ability to graduate on time. You are encouraged to complete an academic plan that maps out what classes you will need to complete over 4 semesters. Most students will declare their major before their 60th semester hour, so the plan assists students in making a smooth transition into their major.