



(Spring 2021 revision)

## Required MEEN Undergraduate Advising Checklist

**Student:** Before you go in for advising, make sure that you have:

1. Reviewed the most recent ME Student Advising Presentation, on the MEIE Website under “Forms”
2. An assigned advisor (talk to Beth), First-time Freshman and transfer students go to the JESSC/ Dr. Hennessey who will fill in and save new DAP spreadsheets as “last\_first\_KID\_MEEN DAP\_FXX.xlsx”
3. Your correct curriculum guide (Fall xx of year started) with pre-requisites and co-requisites.
4. An updated Degree Analysis Plan (DAP), *excel spreadsheet, from Beth or your advisor*, with notes, grades and semesters for each course. *The electronic copy should be updated by the faculty member.*
5. A current unofficial transcript
6. A current College of Engineering Advising form, *see the “Forms” section on MEIE website.*

**Faculty:** Please note that some items have changed.

1. Students on a Fall 2020 or later MEEN degree plan must get C’s or better in all Math, Science, & Engineering Courses.
2. Students in a Fall 2019 or later MEEN degree plan must get a C or better in CEEN 2301.
3. Check to see if student is a PPEN/APEN student. These students are not allowed to take any 3XXX (unless listed in Sophomore year) or 4XXX courses, and cannot register for Senior Design. These students should be advised and mentored, to bring their TAMUK GPA up to a 2.5, to join the major.
4. Check to make sure that students are using the proper curriculum guide (Fall xx that they started, typically, but students can change to a later one as desired) and Degree Analysis Plan (DAP).
5. Using the proper Excel DAP & unofficial transcript, record & check to make sure that all previous course grades and semester took are entered, watching for pre-req and co-re errors. Enter notes as needed.
6. For transfer credits on transcript, use the TAMUK-given course numbers as guidelines, if a generic MEEN XXXX course number is given, request a syllabi for the transferred course, and fill out substitution forms for all transferred courses that do not have a course number listed in the transcript. Also note all substitutions and special cases in the DAP on sheet 1.
7. Advise students to take subsequent courses in the order listed in the DAP (Top to bottom) to prevent prerequisite and co-requisite errors. Make sure that all pre-requisite and co-requisites are satisfied for all future desired courses. *Prerequisite Waiver and/or Substitution Forms must be submitted and approved before the desired course is taken. Prerequisite Waivers and/or Substitution Forms will not be approved after the course is taken, when a student did not follow his advising form.*
8. *Instruct students that they cannot register for, or must drop, if already registered for, any course where they have not completed the proper pre- or co-requisites, if not pre-approved on a Prerequisite Waiver Form. Credit will not be given for such courses already taken.*
9. *Save the updated degree analysis plan excel spreadsheet as last\_first\_KID\_MEEN\_DAP\_FXX.xls. Save for future advising on the MEIE shared folder under your name. Save a local copy too.*
10. Fill out the desired courses and sign the College of Engineering Advising form for the student, making sure that all pre/co-requisites are satisfied, and yes is circled on advising form.

**Secretary/Admin Associate:** Before removing the advising or pre-req hold, make sure that:

1. The advising form has been signed by the faculty member and student.
2. Any pre-requisite or co-requisite exceptions are approved on a Prerequisite Waiver Form.
3. A copy of all documents are made and given to student, originals are saved in MEIE filing cabinet and copies sent to the JESSC.

## Peel's Recommendations for Various Advising Scenarios

For these examples, Course A has B course as a pre-req, and C course as a co-req.

0. Some of these student actions fall under academic mis-conduct, and the actions must follow the student handbook. For the MEIE Department, the DAP and the student folder are where things are documented. All problems should be documented in both.
1. Student took A without B, but passed A and also took C at the same time, or previously passed it. The student has a pre-req violation for course A, and should not take any course that requires A until after B is re-taken. If the student was improperly advised to take A without B, then it was the advisor's fault, and the student typically is not asked to re-take A, only B unless this is part of a bigger pattern, or the student is struggling, and academically it would be in his/her best interest to retake the class to better learn the material. If the student was properly advised, but didn't follow instructions, then the student must retake B, then A, and if taking a course that requires A, be dropped from that course (typically the department chair requests the registrar drop a student). In all cases, the violation is reported on the student's DAP, reported to the department chair (and secretary so she can include the documentation in the student's folder). The faculty member works with the chair on this. If it was an advising error, then fill out the pre-req waiver form, state the reason(s) on it, submit it to the UG Associate Dean, get it signed, and move on. If it was a clear student violation, and he/she willfully disregarded their advising form, then making he/she retake both courses is a good penalty, but a pre-req waiver is not needed because the student must retake the courses and any subsequent ones. That is a case of academic mis-conduct, and falls under the chair's purview. A very quick deadline should be set, and if the student doesn't meet it, they should be kicked out of the program. The advisor would make sure the student takes the proper steps. If this is the 2<sup>nd</sup> or later time that a student has got a pre-req error from not following advising, they should immediately be dropped from the program and from any MEEN or IEEN courses, because he/she could get the whole MEEN or IEEN program in trouble with ABET. If an old pre-req violation is found, follow same steps. To summarize, a pre-req waiver is needed any time a violation occurs, and was not corrected before a subsequent violation occurred.
2. Student took A without B, but failed A. He later took B first and A later in the correct order. Is this still considered as a pre-req violation? Yes, this is still a pre-req violation, and would still need to be recorded on the DAP with a note of whether the student also took any course that required A as a pre-req before taking B and A in the correct order. Follow the instructions from Scenario 1. Also, it matters if this is a repeating pattern, and if the student was following advising instructions or not. If it was the student not following advising or not getting advised at all, then the student should be watched closely. If the student corrected the problem, and retook B, then A in the correct order without taking any course that required A or B in between, then a waiver is not needed.
3. Student took A and C together, but dropped C mid term. He/she received Q for course C and passed A (assuming B is not a pre-req). Is this considered as a co-req violation, even if course C is shown on the transcript with A? Yes, this is a co-req violation, because the student willfully dropped C, even though it was required. To handle it, follow the same procedures as Scenario 1 or 2. It is handled the same way as a pre-req violation, and should be considered just as serious in this case. This is why when students come with an advising form to drop a course, the advisor should always check to make sure the dropped course is not a co-req for something else. If so, the student should be told in writing to drop both courses. If there is a good reason why the student shouldn't drop the other course, then a pre-req waiver form should be filled out and signed by everyone first. Otherwise, see Scenario 4 next.
4. Student took A and C together, failed course C and passed A (assuming B is not a pre-req). Is this a co-req violation? Yes, it is considered a co-req violation, and should be recorded in the DAP. If the student and/or advisor catches it at the end of that semester, and the student immediately retakes & passes C the next semester, then I don't think a pre-req waiver form is needed, unless the student wants to take a course that requires A at the same time as retaking C. This is not clear. However, the student may not take C until the advisor catches the problem. Again, what to do depends on who was at fault, and if it was a repeated violation, and did the student follow advising instructions or not. See Scenario 1 for steps on what to do. If it was the student's fault, he/she may need to also retake A, besides C, if A is a low grade. If it is a repeat problem, the chair could hold an Academic Misconduct hearing.
5. Student gets low grades in many courses, and fails in more than one semester.. so he/she cuts corners and ends up retaking courses out of order, making it difficult for an advisor to follow. Student may even switch advisors. We have a few of these, and they will struggle after graduation to get a job because of low GPAs. Catch these early, and if they haven't passed a course the second try, encourage them to change their major. Tell them that if they don't get at a B average the next semester, that they must change their major. Look to see if they are having problems with all their courses, or just one class. If it is just one class, is it the material, outside work or family demands, or the professor, time of day, days of week, etc? Discuss poor grades and F's with students each time you meet with them. We do want them to succeed, advise them how to succeed, but be firm.... Remember that we want them to get a job which typically means they should graduate with a 3.0 GPA or better.
6. If a waiver is indeed needed after a violation is already in the past, what is the 'compelling reason' in the form? State who was at fault, and if there was any extenuating circumstance..... Perhaps a student took a somewhat similar class at another university, or did well, then got sick at the end..... family tragedies.... If it was the student's fault, then perhaps a waiver shouldn't be given. If the violation was long ago, and was the student's fault, but the student had no other problems, and did well later, then perhaps all that can be stated, and note that is not needed to delay the student's graduation..... go talk to the chair..... just don't ignore the problem or the student. **Explanatory letters by the student, faculty, or anyone else are very useful, and will save lots of confusion.**
7. In my opinion, based on previous ABET visits, if the ABET evaluator finds a few scattered problems, but they are documented and resolved, and if the faculty seem competent in their advising, then we would be okay. However, if they find a series of similar student violations, and if those violations are not addressed until close to graduation (no matter who was at fault), then that is when we would have big problems. Remember, we only get to send the Transcript Evaluations for 6 students to ABET, and we don't get to pick which ones. They tell us what letter to start with, from the most recent graduating class.