

ADVISOR VS. ASSISTANT DEAN

When do you need to visit your Advisor or your Assistant Dean?

Students should speak to their **academic advisor** for:

- Matters of planning out their career here at UD, whether they are undeclared or in a major.
- Discussing selection of courses for the upcoming semester before they register.
- Authoritative information regarding their course of study in their major and for their first-line career advice in the field.
- Signature on a drop/add form. Students do not need an assistant dean to sign a drop/add form unless it is a request for late withdrawal after the W period or a prerequisite is being waived for a course.

Students should speak to their **assistant dean** for special concerns that are not part of regular academic advising such as:

- Transfer credit approval
- Medical withdrawal
- Semester study abroad approval in conjunction with you and with the Study Abroad Program Office in the Center for International Programs
- Exceptions to degree requirements (these must be routed through the Chair/Program Director)
- Academic standing including probation and/or dismissal
- Late withdrawal from a course after the W period has ended
- Waive prerequisites in conjunction with the advisor and the chair/program director.