

Faculty Advisor

Students see their faculty advisor for...

- Information regarding course of study in the major and first-line career advice in the field.
- Developing an appropriate course schedule that will satisfy both degree and major requirements as well as offer advice on choices of elective.
- The advising approval code for registration once a course schedule has been approved.
- Identifying a term-by-term curriculum plan as well as reviewing academic progress throughout the semester.
- Approval to drop or add a course.*

**An assistant dean's signature is not required to drop a course unless the request pertains to late withdrawal after the W period or a complete withdrawal from the University.*

Assistant Dean

*Students see their **assistant dean** for special concerns that are not part of regular academic advising. The assistant deans may be contacted at **937-229-2611** or casdean@udayton.edu*

- Transfer credit approval (University policy requires preauthorization to receive credit for courses taken at other institutions)
- Academic Standing (probation, dismissal)
- Medical withdrawal with supporting documentation.
- Complete withdrawal from the University.
- Graduation approval and release of diploma once grades have been verified.
- Approval for registration of 19 hours or above.
- Study abroad course approval.
- Exceptions to degree or major requirements. (requests must be routed through the advisor to the assistant dean)
- Late withdrawal from a course after the W period has ended.
- Late registration of a course with instructor approval