CNS Advisor Help List

Change of Major Form – Students must be accepted into a new major – requires faculty signature. Then get ‘released’ from old major – requires faculty signature. Form is then sent to Registrar’s Office. This form is also used for declaring secondary majors. Students who what to declare a minor, first must satisfy the minor requirements and then declare the minor by filling out a form at the Registrar’s Office.

Change of Grade Form – Students do not ‘handle’ this form. Changing an INC, blank or NR grade ONLY requires faculty signature only. Changing an incorrect grade (including INC- F) requires faculty, head of the department and Academic Dean’s signatures.

Information Release Form – According to FERPA regulations, faculty cannot discuss a student’s academic record with parents, etc. If a student wishes his/her academic records to be shared, the Information Release Form must be completed and signed.

Course Change Request Form - Used for late adds, no record drops, withdrawals, section changes, credit changes, pass/fail option and audit. Students must secure faculty signature when withdrawing from a class after add/drop period through the mid semester date. After the mid semester date, students will only be allowed to withdraw from a class for extenuating and verifiable circumstances.

Incomplete Grade Form – Used when students need to take an Incomplete in a course. Incompletes are given when severe medical or personal issues prevent the student from competing course requirements. The form clearly identifies the work that must be completed and how and when the work will be submitted. Students MUST be passing the course at the time of the request. Students need to complete the course requirements by the end of the following semester and faculty need to submit a change of grade form. Incompletes count as a “F” in the student’s GPA. Students not completing the course requirements by the end of the semester will receive an INC F on their transcript.

Pass/Fail Option – Students can only take elective courses Pass/Fail (No Gen. Eds or major requirements). The P/F option must be declared by the mid semester date. At any time during a student’s academic stay at UMass he/she may revoke the Pass/Fail option off their record. Forms are available in Registrar’s Office.

Late Withdrawal Form – This form is used when students request to withdraw from a class after the mid semester date. The only way students can withdraw at this late date is for extenuating and verifiable circumstances (that does not include faculty giving their permission or that the student is failing the course).

Prior Approval for Transfer Work – Whenever a student wishes to take courses at another institution and transfer them to UMass to meet degree requirements, this form must be completed. If the course is a major requirement, the faculty advisor must sign off; if the course is a general education requirement, a transfer affairs counselor must sign off. (Grades from another institution do not factor into the UMass GPA).

Repeat Course Substitution Form – With advisor permission students can substitute one course for another for specific courses. For instance: a student fails ResEcon 211, the advisor can tell the student that he/she can substitute ResEcon 212 and the grade repeat policy will apply. But the advisor must indicate this substitution to the Academic Dean no later than the add/drop period for the semester the substitute course is being taken.
**Senior Year in Absentia Form** - This form is used when a student intends to complete his/her final degree requirements at another institution. (Grades from another institution do not factor into students' GPA)

**Three Repeat Form** – Only available for grades of C- or lower. Students can take a course twice without approval, but a third time requires the Academic Dean's signature. **A third repeat will only be allowed for extenuating and verifiable circumstances.**

**Withdrawal Form/Application for Readmission** – This form is completed when a student voluntarily withdraws from the University for personal, financial or medical situations. A medical withdrawal requires a UHS doctor's signature and the student is allowed to maintain their health insurance. Students who withdraw after the mid semester date are usually not allowed to return the following semester. Students must complete the Application for Readmission when planning to return to the University.

**Where to send students for help:**

**BDIC (Bachelor Degree with Individual Concentration)** 608 Goodell – 545-2504  
[http://www.umass.edu/bdic](http://www.umass.edu/bdic)

**Campus Career Services** – 511 Goodell – 545-2224  (Mary Ellen Liseno is the CNS liaison)  
[http://www.umass.edu/careers](http://www.umass.edu/careers)

**Center for Counseling and Psychological Health** – 127 Hills North – 545-2337  
Confidential services include crisis intervention, short-term therapy for individuals, couples and families, support and therapy groups, behavioral medicine, psychiatric services and an eating disorders clinic.  
[http://www.umass.edu/uhs/counseling/](http://www.umass.edu/uhs/counseling/)

**Credit Overloads for CNS** - Students requesting a credit overload, must submit an online petition to the Academic Dean. CNS students can enroll in 19 credits each semester.  
[https://www.cns.umass.edu/students/academic-advising/forms/credit-overload-petition](https://www.cns.umass.edu/students/academic-advising/forms/credit-overload-petition)

**Dean of Students Office** – 227 Whitmore – 545-2784 - Offering a single point of contact within the university for students and their families in time of crisis. Counseling and referral for students contemplating withdrawal from or re-enrollment at the University. Implementing and monitoring the University Judicial System. Provides short-term emergency loans.  
[http://www.umass.edu/dean_students/](http://www.umass.edu/dean_students/)

**Domestic Exchange** - 614 Goodell – 545-5351  
[http://www.umass.edu/ualc/domestic_exchange.htm](http://www.umass.edu/ualc/domestic_exchange.htm)

**Everywomen's Center** – Wilder Hall – 545-0883 EWC's mission is to provide leadership in promoting educational access and equity for women, to empower women to take full control of their lives and to strengthen the connections among women. EWC works to stop all forms of oppression, particularly those based on gender, age, class, ethnicity, race, mental and physical ability, sexual orientation and spiritual belief.  
[http://www.umass.edu/ewc](http://www.umass.edu/ewc)

**Financial Aid** – 255 Whitmore – 545-0801  
[http://www.umass.edu/umfa/](http://www.umass.edu/umfa/)

**Five College Interchange** – 614 Goodell – 545-5352  
[http://www.umass.edu/ug_programguide/otheracadopp/fivecolleges.html](http://www.umass.edu/ug_programguide/otheracadopp/fivecolleges.html)
**International Programs** – 467 Hills South – 545-2710
[http://www.ipo.umass.edu/](http://www.ipo.umass.edu/)

**Late withdrawals from a class**
Students need to appeal to withdraw from a class after the mid-semester date. Withdrawals will be reviewed and a decision based on extenuating and verifiable circumstances.
[https://www.cns.umass.edu/students/academic-advising/forms/late-withdrawal-petition](https://www.cns.umass.edu/students/academic-advising/forms/late-withdrawal-petition)

**Learning Resource Center** – 10th floor Dubois Library - 545-5334 – Peer tutors available 6 days a week for wide range of courses, especially gen. ed. courses.
[http://www.umass.edu/lrc/](http://www.umass.edu/lrc/)

**Learning Disabilities Services** – 231 Whitmore - 545-9892
[http://www.umass.edu/disability/](http://www.umass.edu/disability/)

**Ombuds Office** – 823 Campus Center – 545-0867 - Deals with interpersonal conflicts, personnel issues, administrative matters, academic disputes, ethical concerns. Faculty MUST report all incidents of academic dishonesty to the Ombuds Office.
[http://www.umass.edu/ombuds_office](http://www.umass.edu/ombuds_office)

**Registrar's Office** – 209 Whitmore
[http://www.umass.edu/registrar/](http://www.umass.edu/registrar/)

**The Writing Center** – Learning Commons Dubois Library - 577-1293
[http://www.umass.edu/writingcenter](http://www.umass.edu/writingcenter)

**Student Athletic Services** 234 Boyden – 545-4379
[http://www.umass.edu/sas/index.html](http://www.umass.edu/sas/index.html)

**Student Employment Office** – 243 Whitmore – 545-1530 - Whether students are looking for a job on or off campus, a work-study or non-work-study position, the undergraduate Student Employment Office (SEO) is the place to start. The SEO provides a listing service with a wide-variety of student jobs. We also work with students and employers to make sure they understand all regulations involving student employment and work-study and complete all necessary forms.
[http://www.umass.edu/umfa/seo](http://www.umass.edu/umfa/seo)

**Withdrawal from the University** – students wishing to withdraw from the University during the semester must complete a "Withdrawal Form". The form needs to be signed by Dean Baker.
*Students withdrawing from the University for a medical issue must contact Dr. Calhoun at UHS.*