

Advising Procedures

Advising Overview

During the academic year, undergraduate English advising is performed by most of the full-time English faculty with coordination by the Director of Undergraduate Studies in English. English graduate advising is the responsibility of the Director of Graduate Studies in English. A Ph.D. student who has identified their dissertation and examination committee may receive advice from the dissertation director. Separate manuals for the M.A. and Ph.D. programs are available from the Director of Graduate Studies in English. All Philosophy advising is performed by the Director of Philosophy. During the summer, the Department Chair is the default advisor.

English Undergraduate Advising

Most advising is performed through consultation with the student and use of Degree Works. In unusual situations it may be useful to create and maintain an advising file in Box. Advisors may consult with the department Administrative to create an advising file that will be accessible to the advisor and the Director of Undergraduate Studies in English. The Administrative Assistant also handles adding students as new majors or minors in the Bengal Web system.

Advising handouts and promotional materials are maintained by the directors of Undergraduate Studies in English, Graduate Studies in English, and Philosophy. Templates for advising English majors and English education majors are also available in printable form in Box>Faculty Files.