

Undergraduate Mendoza Faculty Resource Guide

Mendoza Undergraduate Advising Contact for Mendoza Business Majors:

- Senior Associate Dean for Academic Programs: Craig Crossland (Program Development, Faculty)
- Academic Director for UG Studies: Amanda McKendree (Curriculum)
- Assistant Dean: Andrew Wendelborn (Academic Administration and Student Services/Advising)
- Associate Director for Advising Services: Amy Radvansky
- Students are not specifically assigned an Academic Advisor; however, advisors handle grad checks and special issues by alpha cohort:
 - A-D: Amy Radvansky
 - E-K: Lisa Heming
 - L-Q: Jen Washko
 - R-Z: Dr. Gina Shropshire
 - Program Coordinator: Laura Glassford
 - Administrative Assistant: Jessica Noffsinger

Where to Refer Students with Questions:

- There are different contacts for student referrals depending on their primary major College
 - Business students - Mendoza majors (sophomore-seniors)
 - Mendoza Undergrad Advising Office (see listing above)
 - First Year Students
 - First-Year Advisors/Center for University Advising: 574-631-7421
 - <https://advising.nd.edu/first-year-and-incoming-students/first-year-advisors/#business>
 - Science Students
 - Science/Business Majors - Lara Phillips (Phillips.127@nd.edu)
 - All others - Dan Gezelter (gezelter@nd.edu)
 - Engineering Students
 - Mike Ryan (mryan27@nd.edu or 574-631-5530)
 - Arts & Letters Students
 - A&L Undergraduate Studies Office (<https://al.nd.edu/advising/> or 574-631-7098)
 - Architecture Students
 - Caroline Maloney (cmaloney@nd.edu)

Students of Concern:

- Please communicate with cohort advisor regarding any student of concern
 - Emotional behavior
 - Not showing up for class (two weeks)
 - Low test scores
 - Mid-term deficiency
 - Disability accommodation requests come from Disability Services Office (Scott Howland)

Seats in Mendoza Classes

- Please do not commit to students that they can get into your class
- Undergraduate Studies handles the business core requirements courses
- Academic Departments handle major classes
- For students to add a class, there needs to be an open seat and be within the class add deadline
- Undergrad students cannot audit a class also only students registered for that section can be in that classroom.

Academic Code

- Please be familiar with the academic code as most answers on how to handle a situation are contained within.
- https://facultyhandbook.nd.edu/assets/288727/undergraduate_academic_code_corrected_9.5.20_18.docx.pdf

Important Sections of the Academic Code

3.1 Class Attendance and Conduct

- 3.1.3 - Instructors have discretion over class attendance at all times, with the exception of officially excused absences as described in this section

3.1.3 Excused absences:

- Illness: requires documentation from the medical professional involved in the student's medical care within 2 business days. Chronic health condition absences must be excused by the Office of Disability Services.
- Interviews: Seniors only - With mandatory graduate school admission or employment interview that cannot be rescheduled (at least 1 week notice and proof it cannot be rescheduled). No more than two per semester may qualify as excused absence.
- Athletic excused absences come from ASSA, except during final exam week in which case they will come from the Chair of The Faculty Board on Athletics via Assistant Dean Wendelborn.

3.2 Assessment and Grading

- Exam Conflict
 - 3.2.2 Final Examinations: Students fill out final exam conflict eform which opens the Monday after class drop deadline
 - 3.2.3 Other Examinations including Midterms: Mendoza major students meet with an advisor to evaluate the exam conflict. For all non-business students or FY students, see the contact list above
 - The student's dean (MCoB = AD Wendelborn) will notify the appropriate instructor in writing who is to administer a makeup exam using the litany of the Academic Code.
- Department Exams - every effort is made when scheduling exams in the Tuesday/Thursday 8:00–9:15 departmental examination period to avoid conflicts. Any departmental examination listed on the Tuesday/Thursday departmental examination schedule has priority over any departmental examination that is not listed. Conflicts on the printed departmental examination schedule will be resolved following the priority rules for final examinations

3.3 Assignment of Grades

- "X" grades: Only for medical reasons or if officially excused or for outstanding honor violations. Requested via eForms and requires Assistant Dean Wendelborn's approval. If an "X" grade is approved, the instructor and student must make arrangements to complete the outstanding work. The instructor then submits a grade change eForm within 30 days of the start of the next semester or the "X" converts to an "F". There are no incompletes for undergraduate students
- Mid-semester Grades: The deadlines for reporting mid-term grades to the Office of the Registrar each semester are announced by the Registrar and indicated in the academic calendar (3:45pm the Monday of the break).
 - **All** grades for First Year students (freshmen) must be reported
 - Only deficient mid-term grades (i.e. C- or lower) must be reported for upper class.
 - It is important to notify students of low grades (mid-term) so that they have the option to drop the course prior to the last day to do so. This also serves as notification to the undergraduate advisor of a potential problem.

- Final Course Grades: Must be submitted by the deadline of 3:45pm the Monday following Final Exam week. Failure to do so will result in you submitting a grade change eform for each student enrolled and can have significant consequences for the student as they get a grade of F* (with zero GPA pts) which can impact graduation, eligibility for athletic competition, etc.
- Grade Changes: Grade changes are only for calculation errors (30 day limit into the next semester). Additional work cannot be given to a student if the others in the class do not have the same opportunity.

Honor Code Violation Process: Contact Mendoza Honesty Committee Chair, John Stiver. See the Honor Code website for more information: <https://honorcode.nd.edu/>