



2024 -  
2025

# SCHP Pathway to Graduation Guide



## Section 1: Academic Advisement Roles, Importance, and Responsibilities

### Overview

To provide clarity in academic advising for both faculty and students to support our overarching SCHP Guiding Principles and Values.

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### Purpose of Advisement

To foster confident, competent, and competitive graduates through effective student advising and a supportive transition to meaningful careers.

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### Description of Advisement Model:

- Student success centered.
  - Promotes accountability.
  - Focused on student development.
  - Utilizes an effective systems approach.
  - Based on advisor/student partnerships and mutual respect.
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### How It Works:

- Advisement is administered by a faculty and staff advisor team with support from Department Chairs and Program Directors.
- Advisors are assigned based on degree program and classification.
- Foundations of advising are the course requirements and curriculum sequence as listed in the University catalog.
- Advisors utilize curriculum sequences to help students build

a “Pathway to Graduation” along with a set of advising tools.

- Your Pathway to Graduation refers to the course, program, and institutional graduation requirements needed to complete an undergraduate degree in your major.
- Academic and Career advising is conducted in-person and in virtual mode per the needs and best interests of the student.

\*Incoming freshmen SCHP majors are advised by the Office of Student Success & Retention or the Center for Academic Success and Achievement their first year. Once you receive 24 credits and a GPA of 2.0 or higher, students are assigned a SCHP faculty or staff advisor in their sophomore year. To find the name of your advisor, access Starfish or Degree Works in Student Self-Service.

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### Expectations for Faculty and Staff Advisors:

- Partner with students in developing a current Pathway to Graduation utilizing the tools of the University (Degree Works, Starfish, Schedule Planner, etc.) - complete by the Spring term
- Meet prior to each registration period and upon student request.
- Have knowledge of the curriculum and other major requirements.
- Have knowledge of University academic policies and procedures.

- Keep a record of all advisement sessions and evidence of student involvement/acknowledgment.
- Provide timely response (no more than two business days - excludes weekends).
- Engage in professional, respectful, and clear communication (written and oral).



### Expectations for Students:

- Have knowledge of and adhere to the academic degree program and policies of the University and the school.
- Be prepared for and maintain a regular and strategic connection with advisors in compliance with protocols.
- Review academic progression after midterms to the end of each semester and assess the possible impact on Pathway to Graduation (low-performance courses, unavailable courses).
- Register at the earliest opportunity.
- Engage in professional, respectful, and clear communication (written and oral).

\*Advising appointments fill quickly which may result in missing priority registration if you do not promptly respond to your

advisor's notification concerning advisement. Students are expected to meet with their advisor approximately two weeks before priority registration.

\*Failure to meet with your advisor prior to the opening of course registration may adversely impact your ability to complete your program within the timeframe of your Pathway to Graduation.

\*Recommended classes are contingent upon successful completion of currently enrolled courses. It is the student's responsibility to contact the academic advisor if changes/modifications are needed that may affect academic progression.

\*Transferring to Morgan State University from another institution late in the course registration period may affect the timely articulation of transfer credits and your ability to enroll in needed courses to complete your degree. For information on the articulation of transfer credits taken at other schools, click "[Transfer Credit Evaluation](#)".



### Expectations for Department Chairs and Program Directors:

- Assure each student has an assigned advisor.
- Assure Registration Alternate Pins from the Registrar's Office

are received by Faculty and Staff advisors.

- Provide timely response (two business days) to student advisement concerns and other inquiries.
- Ensure effective administration of the departmental advisement system and processes.
- Assure each faculty advisor is trained in advisement best practices and protocols.



### Dean's Role:

- Oversight of the advisement compliance at the Department level.
- Provide for review of formal grievances and appeals regarding advisement not resolved at the Department level.
- Review core advisement processes designated for Dean's approval.
- Make final school determination on exceptions and waivers to University progression policy.

Advisement is not offered during hours in which the University offices are closed to include observed Holidays, weekends, or when your advisor is out of office.

SCHP Pathway to Graduation Guide

SCHP majors are expected to follow the degree plan under their catalog and program of study to include GPA, classification, and pre-requisite requirements.

Changing a major, selecting courses off-sequence, taking non-degree applicable courses, or not earning credit for prerequisite coursework can prevent or delay meeting graduation requirements for your program.

The School of Community Health and Policy cannot remove financial, judicial, housing or other non-advisement registration holds. Students must contact the appropriate office responsible for placing the hold. The registration hold and the corresponding office that placed the hold are referenced in your Student Self-Service account. **Note: students can be advised with a financial hold.**



### Timeline for Advisement:

#### Fall/Spring

- Prior to priority registration or as requested by the student.

\*See the [academic calendar](#) for priority registration dates.

Summer

- As needed.

- Once provided by the adviser via email, store the Alternative PIN in a readily retrievable place - it is your responsibility to maintain your PIN.

**Student Preparation for an Academic Advisement Session:**

- Schedule an appointment with the faculty/staff advisor via Starfish or the method preferred by faculty/staff advisor.
- Review and have Degree Audit available.
- Review the suggested course sequence for your major and track/concentration.
- Review and have on-hand prior advising session notes.
- Know your academic standing and prior or current course performance.
- Bring questions or concerns.
- Have access to a computer or mobile device with internet access.

**Academic Advisement Benefits for Students:**

- On-time course registration (increased probability of selecting degree-applicable courses, courses that provide greater schedule flexibility, and courses that can help you maintain applicable scholarships and financial aid).
- Improved GPA, retention, and graduation rates.
- Enhanced your connections with your advisor, faculty, and staff within your program.
- Information concerning experiential learning opportunities within your program.

**Section 2: Curriculum Information for SCHK Programs****Statute of Limitations (Seven-Year Rule)**

Students matriculating as degree students at Morgan State University are allowed seven consecutive years to complete requirements for the degree in order to be graduated under the catalog in effect when they entered the University. If students have not met the requirements for graduation within that time frame, they will be denied eligibility for graduation under the catalog in use when they entered the University. In such cases, those students will graduate under the current University catalog.

**2022-2024 Catalog**

- [School of Community Health and Policy Programs](#)

**2020-2022 Catalog**

- [School of Community Health and Policy Programs](#)

**2018-2020 Catalog**

- [School of Community Health and Policy Programs](#)

**2016-2018 Catalog**

- [School of Community Health and Policy Programs](#) (Nursing and Nutritional Sciences)

- Click “[Health Education](#)” for program and track requirements

\*Students seeking to change majors will follow the catalog active when first

matriculated into the University. Students must submit a Change of Catalog Form to request permission to change into the catalog active during the change in program.

### [Section 3: Academic Request Forms and Withdrawals](#)

Click [Registrar’s Office Forms](#) for the following requests:

- Change of Catalog
- Change of Minor/Major
- Excess Credit Request
- Time Conflict Request Form

Click “[SCHP Forms](#)” for the following requests:

[Permission to Take Course Off-Campus Undergraduate Course Form](#)

[SCHP Student Request for Course Override](#)

#### **Graduation Application**

To learn how to submit an application for graduation, click “[See Office of the Registrar - Graduation](#)”.

#### **Independent Academic Work**

The Independent Academic Work process allows students to register and earn credit for an undergraduate course by undertaking one-on-one meetings with an instructor rather than enrolling in a regularly scheduled section of the course. For more information, click “[Independent Academic Work](#)”.

#### **Course Withdrawals**

[A student may withdraw from a course\(s\)](#) after the add/drop deadline for a specific semester/term based on deadlines listed in the [Academic Calendar](#). The academic consequences

from this action include receiving the grade of "W" for the course, which will appear on any unofficial or official transcripts, and does count as attempted credit. A grade of "W" will not impact the student's GPA but does not count as completed credit toward the degree. Discontinued attendance DOES NOT constitute withdrawing from a course(s) and such action may result in the grade of "F" which is computed in the average as well as being held accountable for the cost of the class. Students are strongly encouraged to consult with their advisor before withdrawing from a course. Withdrawing from a course(s) may have [financial](#) implications for students. To learn how to submit a course withdrawal, click “[Withdraw from Course](#)”.

#### **Withdrawal from the University**

A student may withdraw from a specific semester/term based on the last day to withdraw from the semester/term published in the [Academic Calendar](#). A student may withdraw from the University at any time. Entire semester withdrawals after the add/drop deadline for the semester/term will appear on the unofficial and official transcript with a grade of "TW" and does count as attempted credit. A grade of "TW" will not impact the student's GPA and does not count as completed credit toward the degree. Withdrawal from the semester/term or from the University may have financial aid and fiscal

ramifications for the student. Students are strongly encouraged to consult with their advisor before withdrawing from

the University. Click "[Instructions](#)" to find out how to submit a withdrawal form. Click "[University Withdrawal Form](#)" to process an University Withdrawal.



## *New Home for SCHP Fall 2024*

### Section 4: Course Substitutions, Incompletes, and Grade Changes

#### **Advisor-Directed Forms**

##### **Course Substitutions**

Students and/or faculty/ staff advisors may request a course substitution for taking a past course that can be applied toward another course in the student's degree program. Students should contact their advisors with any questions or concerns related to course substitutions. Course substitutions can be initiated by a faculty or staff member through Workflow and routed through the approval process. Course

substitution requests must receive department chair approval.

#### **Faculty-Directed Forms**

##### **Request for Incomplete Grade**

"Incomplete" ("I") is given in exceptional cases to a student who has completed the majority of the work satisfactorily and due to documented illness or other documented emergencies beyond his/her control, and he/she has been unable to complete the requirements for the course. Incomplete requests must be made before the course has ended. The student must complete the work by

the end of the next semester of enrollment. Otherwise, the “I” grade is changed to “F”.

The recording of the “I” grade must be approved by the Dean.

Click “[Incomplete Grade Request Form](#)” to petition for an incomplete grade. You must enter the names and email addresses of the faculty in which you will be requesting the “Incomplete” grade and the department chair over your program.

Dept. of Public and Allied Health Chair -  
Keshia Baptiste-Roberts  
[keshia.baptisterobert@morgan.edu](mailto:keshia.baptisterobert@morgan.edu)

Dept. of Nursing Chair – Maija Anderson  
[Maija.anderson@morgan.edu](mailto:Maija.anderson@morgan.edu)

### **Grade Change Policy**

It is the University policy that once a grade is recorded, a grade change is allowed if there is a recording error(s) and/or miscalculations of a grade. The grade must be changed no later than by the end of the semester following the recording error or miscalculation. Grade changes must be approved by the end of the semester following the recording error or miscalculation. Grade changes must be approved by the area Chairperson and Dean.

### **Grade and Other Grievance Appeals**

The School of Community Health and Policy (SCHP) adheres to the University process for review of all grade appeals and other grievances. The full description can be found in the [University Catalog](#). A student must appeal to the faculty member who accused the student and/or assigned the grade and/or imposed or initiated the penalty. If the dispute is not resolved with the faculty member, the student shall next address the matter with the Chairperson of the department in which the course is taught. If the matter is still in dispute following the investigation and determination by the Chairperson, the student has a right to appeal to the Dean (or the Dean’s designee) of the school or college in which the dispute arose. Click “[Grade and Other Grievance Appeals](#)” for additional information.

#### **Contact Information for Advisement Inquiries**

##### **New Freshmen (All Majors)**

Alisha Ovide [alisha.ovide@morgan.edu](mailto:alisha.ovide@morgan.edu)

David Williams [david.williams@morgan.edu](mailto:david.williams@morgan.edu)

##### **Health Education Majors**

Keshia Baptiste-Roberts [keshia.bapstisterobert@morgan.edu](mailto:keshia.bapstisterobert@morgan.edu)

Jeffrey Evans [jeffrey.evans@morgan.edu](mailto:jeffrey.evans@morgan.edu)

##### **Nursing Majors**

Shelia Richburg [shelia.richburg@morgan.edu](mailto:shelia.richburg@morgan.edu)

##### **Nutritional Sciences**

CiVonnia Harris [civonnia.harris@morgan.edu](mailto:civonnia.harris@morgan.edu)





**By signing below, I acknowledge that I have reviewed this entire Guide and understand that it is a resource that should be kept and referred to while an undergraduate student within the School of Community Health and Policy. I also acknowledge that my specific major may have a Student Handbook that I will also need to follow.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

