

APPENDIX B - GLOSSARY OF FORMS AND WORKSHEETS

(Updated: November 2019)

The following documents, forms and handbooks, are often referenced by academic advisors to handle the advising needs of students. We have omitted copies of these documents in this handbook to limit its overall size. We provided links and commit to ensuring these remain active and up-to-date. We recommend checking for an updated list—separated from the main handbook for easy retrieval—before the start of each academic year, as noted on the “Updated” date above.

Look for the updated Appendices A and B here:

<https://laverne.edu/advising/advisor-resources/>

ADVISING FORMS

- B1.....Advisor/Major Change:** This form is used to declare a major(s), minor, concentration and/or to request to change advisors. The completed form is online and submitted electronically Office of Academic Advising. For the most part department chairs make the final determination on advisor assignments. Access the form from: <https://laverne.edu/advising/major-minor-advisor-change-form/>
- B2.....Application for Graduation:** This form is used when the student applies for graduation. Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2010/09/Application-for-Graduation.pdf>
- B3.....Directed Study:** This form is used to register for a course that is an existing university course that is not offered in the current schedule of courses. This form is to be completed by the student, signed by the faculty member and *must accompany* either a Registration or Program Change form. Directed study courses cannot be registered for on *MyULV*. Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2010/10/Directed-Study-Form.pdf>
- B4.....Grade Option Change:** The student uses this form after their initial registration to adjust their academic schedule. The Grade Option Change form is used to change the grade option of a course. Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2010/10/114011gradeoptionchangeform.pdf>
- B5.....Incomplete Contract Instructions for Students:** A student should request for an incomplete unless at least 60% of the course has been completed. Students and instructors submit requests for incompletes and contracts via their *MyLaVerne* accounts. Download from <http://sites.laverne.edu/registrar/student-information/mylaverne-information/student-information-system/how-to-request-an-incomplete-inc-grade>
- B6.....Incomplete Contract Instructions for Faculty:** Faculty should not grant a request for an incomplete unless at least 60% of the course has been completed. Students and instructors submit requests for incompletes and contracts via their *MyLaVerne* accounts. Download from <https://laverne.edu/registrar/mylaverne-info/faculty/accept-create-inc/>
- B7.....Independent Study:** This form is used to register for an original course created by the student and faculty member. These courses generally do not exist in title in the university catalog. This form is to be completed by the student, signed by the faculty member and *must accompany* either a Registration or Program Change form. Independent study courses cannot be registered for on *MyULV*. Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2010/10/Independent-Study-Form.pdf>
- B8.....Major Course Substitution or Waiver:** This form is used to accept work from other colleges to apply towards a requirement in the major, or to substitute major requirements. The form must be signed by the student’s advisor and should be submitted to the Registrar’s office. Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2013/05/Major-Course-Substitution-or-Waiver-Form-Final.pdf>
- B9.....Petition to the Undergraduate Appeals Committee (last revised August 2013):** This back-sided form is submitted when students wish to appeal university policies. The form requires the advisor’s signature (which does not indicate support), a statement outlining the appeal and the reason exception to the university policy should be granted. Additional supporting documents are usually required as referenced in the instructions. The form is submitted to Academic Advising. The Registrar and a Committee of faculty representatives hear the appeals on a weekly basis. If approved, there is usually an appeal fee students must pay. Download from <https://laverne.edu/advising/wp-content/uploads/sites/52/2015/01/UG-Appeals-Form.pdf>
- B10.....Program Change (last revised February 2005):** The student uses this form after they can no longer conduct registration activity via *MyULV* to add, drop or withdraw from a course. Program changes are done online at *MyULV* through the first week of classes only. After that students must fill out the form if the deadline has not passed yet. If the deadline has already passed then the only way a student can change their classes is by submitting an appeal (see Petition to the Undergraduate Appeals Committee). Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2010/10/Program-Change-Form.pdf>
- B11.....Third Party Authorization (last revised July 2017):** This form allows students to give authorization to other individuals access to information about academic progress, grades, and student accounts. Financial aid has a different form they use. Download from <https://laverne.edu/registrar/wp-content/uploads/sites/35/2013/02/Third-Party-Authorization.pdf>
- B12.....Withdrawal/Leave of Absence (last revised December 2016):** This form is used to withdraw or take a leave of absence from studies at La Verne. The student needs to gather the required signatures and then submit the completed form to the Registrar’s office. The form is located at https://laverne.edu/advising/wp-content/uploads/sites/52/2016/11/LOAHandbook_Fall-2016.pdf. A Withdrawal/Leave of Absence Handbook designed to ease the student’s transition from La Verne which also includes a copy of the form.

ADVISING WORKSHEETS

- B13.....Class Schedule Worksheet:** This form is a blank day by day schedule grid for students to plan their schedules. Download from <https://laverne.edu/advising/wp-content/uploads/sites/52/2010/11/ClassScheduleWorksheet.pdf>
- B14.....Path to Graduation and Four-Year Plan Worksheet – Track I (last revised April 2010):** This double-sided worksheet is for students and advisors to plan a student’s four-year coursework plan. Download from <https://laverne.edu/advising/wp-content/uploads/sites/52/2010/11/PathToGraduationandFourYearPlan.pdf>

ARTICULATION AND TESTING FORMS AND WORKSHEETS

- B15.....Articulated Advanced Placement (AP) Exams Effective Fall 2009:** This is a sheet showing where students who take advanced placement tests will get credit and/or have a class requirement waived. Download from <https://laverne.edu/evaluation/wp-content/uploads/sites/38/2018/07/AP-EXAM-7-19-18-New.pdf>
- B16.....Articulated CLEP Exams:** This is a sheet showing where students who take CLEP exams will get credit and/or have a class requirement waived. Download from <https://laverne.edu/evaluation/wp-content/uploads/sites/38/2018/05/College-Level-Examination-Program-exam-articulation-v161019.pdf>
- B17.....Articulated DANTES (DSST) Exams:** This is a sheet showing where students who take DANTES exams will get credit and/or have a class requirement waived. Download from <https://laverne.edu/evaluation/wp-content/uploads/sites/38/2018/05/DANTES-Subject-Standardized-Test-exam-articulation-v170530.pdf>
- B18.....Articulated International Baccalaureate (IB) Exams:** This is a sheet showing where students who take IB exams will get credit and/or have a class requirement waived. Download from <https://laverne.edu/evaluation/wp-content/uploads/sites/38/2018/05/International-Baccalaureate-exam-articulation-v150810.pdf>
- B19.....General Education Transfer Credit or Appeal Form:** This form replaces the previous form titled Official Acceptance of Transfer Credit and indicates a matriculated student’s intent to bring in transfer work from another institution to meet a La Verne General Education requirement. **This form is only needed if the course is not on the other college’s Articulation Agreement.** The form is filled out at <https://laverne.edu/evaluation/transfer-credit-review-request-form/> and submitted to the appropriate evaluator in the Registrar’s office.

GENERAL EDUCATION & CERTIFICATION FORMS

GENERAL EDUCATION

- B20.....General Education, La Verne Experience (Fall 2015-Present):** This is a list of the learning outcomes for the La Verne Experience GE. View: <http://laverne.edu/general-education/>
- B21.....General Education, Track II* (Before Fall 2009):** This is a list of the learning outcomes & requirements for GE Track I. View: <https://laverne.edu/ge/track-ii/>
- B22.....General Education, Track I* (Fall 2009-Fall 2014):** This is a listing of the General Education Track I Requirements. View: <https://laverne.edu/ge/track-i-requirements/>

***Students who might have abandoned their studies and later returned to “finish” their degree, should be assessed to determine if 1) the student can finish within one academic year (2 semesters) by appeal for “extension of time” to complete the degree or 2) reapply for admission, if approved, resulting in pursuing the most current catalog and associated academic requirements based on the admitted date.**

CERTIFICATIONS

- B23.....Community Service:** Information indicating what students need to do to request to be certified as having met the Community Service general education requirement (includes form to use). Download from <https://laverne.edu/ge/wp-content/uploads/sites/23/2010/08/alternative-assessment-final-revision-4-17-1.pdf>
- B24.....Creative and Artistic Expression:** Information about the creative and artistic expression general education requirement is available at <https://laverne.edu/ge/track-i-requirements/creative-artistic/>
- B25.....Foreign Language:** Information about the foreign language general education requirement is available at <https://laverne.edu/ge/track-i-requirements/humanities/>
- B26.....Lifelong Fitness General Education Competency:** This is a sheet and a form for students to use to appeal to the MSS Department to request to be certified as having met the Lifelong Fitness general education requirement. Download from <https://laverne.edu/ge/track-i-requirements/lifelong-fitness/>
- B27.....Quantitative Reasoning:** Information about the quantitative reasoning general education requirement is available at <https://laverne.edu/ge/track-i-requirements/quantitative-reasoning/>
- B28.....Written Communication:** Information about the written communication general education requirement is available at <https://laverne.edu/ge/track-i-requirements/written-comm-a/>

PLACEMENT TESTING

B34.....Placement Tests Recommendations (last revised September 2012): This sheet shows what class a student is placed into to satisfy their English, Math and Foreign Language general education requirement based on the results of the University's placement tests in those areas. Download from <https://sites.laverne.edu/academic-advising/downloads/>