

## **Student Advising Files**

An advising file is maintained for every student in the College of Forestry. This contains information useful to both the advisor and the student in tracking progress toward completion of the student's degree program. The file will essentially contain the following:

1. All records relating to the student's academic progress such as grade slips, transcripts from OSU and former schools.
2. A flow chart, checklist, or other audit sheet specific to the student's degree program showing clearly what has been completed to date and, specifically, what the departmental advisor has accepted into the program from transfer coursework.
3. Seasonal work reports, if required by the program, signed by way of acceptance by the advisor.
4. Advising notes and petitions, especially of non-routine matters such as course substitutions, waivers, correspondence, academic deficiencies, student refusal to accept advice, extended programs, cooperative education and other internship agreements.

Items of a disciplinary nature which result in the student being placed on professional probation are not to be included in the advising file. A separate file related to disciplinary actions is maintained in the Dean's office.

### **STUDENT ACCESS TO THE FILE**

Under Oregon law, students, both present and former, have the right to inspect their educational records, challenge the contents of any records which they feel contain misleading, inaccurate, or incomplete information, and give their written consent before release to anyone other than university officials with a demonstrable educational interest.

### **STUDENT FILE PROCEDURES**

Each department within the college has the responsibility of administering a suitable filing system, so that student advising files are updated and made available when needed to advisors, department heads, and deans. Files for students (except for dual-degree students) who transfer to another OSU program should be sent to the office of the Associate Dean for Instruction for forwarding to

the new advisor. Files for students who withdraw from the university are normally kept for a period of 5 years from the date of the last action before being destroyed. Files for those who have graduated are sent to the Associate Dean's office, where they are cleared of extraneous and duplicate material and added to the files in the college vault.