

# ACADEMIC SERVICES

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*Office:* 489 Education; 313-577-1601

*Assistant Dean:* Paul W. Johnson

*Pre-Admission Graduate Advising:* LaSondra Dawn, Deborah Gibson, KaRie Jorah-Rood, Mary Waker

*Graduate Programs Outreach Specialist:* Gloria McDonald

*Undergraduate Advising:* Fawne Allossery, Kurt Troutman

*Undergraduate Success Coach:* Daniel Lewis III

*Undergraduate Recruitment Coordinator:* Jeffrey Lisiecki

<http://coe.wayne.edu/admissions/index.php> (<http://coe.wayne.edu/admissions/>)

## Purposes of the Division

The Division of Academic Services in the College of Education is responsible for Undergraduate Advising, Graduate Admissions, Graduation & Certification, Curriculum: Course & Program Proposals, Course Scheduling & the Bulletin, Student Education Council, Education Scholars Alliance Program, and Graduate Faculty Appointments.

## Advising Services

Advising in the College of Education is centralized for undergraduate students in the Division of Academic Services and decentralized for graduate students in the four academic divisions of the college: 1) Administrative and Organization Studies, 2) Kinesiology, Health and Sport Studies, 3) Theoretical and Behavioral Foundations, and 4) Teacher Education. Undergraduate students have professional advisors and graduate students are advised by faculty in the student's program. Every student admitted to the College of Education is assigned an advisor.

## Pre-Admission Graduate Advising

Academic Services provides pre-admission advising to students interested in graduate programs. Graduate advisors provide guidance with program selection, the satisfaction of admission requirements and completion of the graduate admission application.

## Graduate Student Services

- Degree and certificate audits for graduation.
- Recommendations to the Michigan Department of Education for certification and licensure (see the Certification section below).
- Plans of work for teaching endorsements in the core subject areas.
- Requests for time extensions and monitoring of the university's academic probation system.

## Certification

As a liaison to the Michigan Department of Education, the Division of Academic Services recommends candidates for initial certification as teachers, administrators, and school psychologists; approvals for supervisors and directors of Special Education; and licensure for school counselors. Additionally, the division helps candidates secure endorsements to existing teacher and administrator certificates.