

Whom to Call for Help with Undergraduate and Graduate Matters

2022-2023

In partnership with Deans, Associate Deans, and Chairs, our goal is to provide outstanding leadership, support and oversight of graduate and undergraduate education during the 2022-2023 academic year.

Please use the following document as a quick reference for AY2022-2023 initial point of contact for graduate and undergraduate education issues. If your particular area of concern is not listed, please feel free to contact Beth Kotchick, Associate Vice President for Graduate Academic Affairs, or Michael Puma, Dean of Undergraduate Studies.

Area/Issue	Department	Contact Person	Office Extension
Absences (Student)	Office of the Dean of Undergraduate Studies	Jan Vohrer Carla Taliaferro	5547 2849
Academic Integrity Violations	Technology and Graduate Student Services (Honor Council)	Mark Lee	2353
Academic Policies & Class Schedules	Academic Advising and Support Center		5050
Academic Student Concerns	Office of the Dean of Undergraduate Studies	Michael Puma	2190
Academic Support Services/Tutoring	The Study	Molly Fredette	2623
Advising Questions	Academic Advising and Support Center (AASC)		5050
ALANA (African, Latino, Asian and Native American) Services	ALANA Services	Raven Williams	5424
Alcohol Issues	Student Support and Wellness	Cynthia Terry	2613
Bias Reporting	Student Development	Michelle Cheatem	5171
Billing/Evergreen Card Issues	Student Administrative Services (SAS)		5806
Career Planning Questions	Career Center		2232
Community Service	Center for Community, Service, and Justice		2380
Digital Teaching & Learning	Office of Digital Teaching and Learning	Patrick Dempsey	1668
Disability Support Services	Disability Support Services (DSS)	Marcia Wiedefeld	2062
Disruptive Student Behavior	Student Development	Andrea Cadyma	
DPO Meetings & Agenda Items	Academic Affairs	Beth Kotchick	5290

Emotional/Personal Problem	Counseling Center		2273
Financial Aid/Work Study Issues	Office of Financial Aid		2061
Graduate Academic Standards and Dismissal*	Academic Affairs	Beth Kotchick	5290
Graduate Assistantships		TBD	TBD
Graduate Curriculum Committee (GCC)		Marie Yeh	2620
Graduate Education Policy (Including the Grad Catalog)	Academic Affairs	Beth Kotchick	5290
Graduation Issues	Office of the Dean of Undergraduate Studies	Michael Puma	2190
Graduate Student Services	Technology and Graduate Student Services	Mark Lee	2353
Health Problems	Student Health and Education Services		5055
Honors Program Questions		Gayla McGlamery Joseph Walsh	2321 2896
Hospital or Death in the Family	Campus Ministry		2768
International Student Issues	International Student Services	Sunanda Bhatia	2910
Learning Disabilities	Office of the Dean of Undergraduate Studies	Leslie Chiles	2663
Leave of Absence Questions	Office of the Dean of Undergraduate Studies	Michael Puma	2190
Messina	Messina	Barbara Kurz	2225
National Fellowships		Teresa (Terre) Ryan	2807
New Program Approval Process	Academic Affairs	David Mack	2317
Parent Matters	Office of the Dean of Undergraduate Studies	Mike Puma	2190
Parking	Student Administrative Services (SAS) / Department of Transportation and Parking		5047
Pre-Health Program		Maiju Wetzel	2218
Pre-Law Questions		Matt Beverlin	2224
Program Change	Academic Affairs	David Mack	2317
Resident Life/ Housing Issues	Student Life	Evan Huckfeldt	5081
Safety Issues/Escort Services	Campus Police		5010 or 5566

Spiritual/Religious Questions	Campus Ministry		2768
Student Athlete Academic Issues	Student-Athlete Support Services (SASS)	Colleen Campbell	5391
Student Conduct/Judicial Board	Student Life	Marian Aden	5153
Student Engagement/ Student Activities Questions	Office of Student Engagement	Sara Scalzo	2032
Students in Distress	Counseling Center		2273
Study Abroad	Office of International Programs		2930
Support for Survivors of Sexual Assault	Women's Center	Melissa Lees	6769
Technology Issues	Office of Technology Services		5555
Time Management Coaching & Study Skills	The Study	Molly Fredette	2623
Title IX Matters	Office of Title IX Compliance and Assessment	David Tiscione	2763
Transcript Requests	Records Office		2682
Transfer Questions	Office of the Dean of Undergraduate Studies	Michael Puma	2190
Transfer Students Orientation	Office of Student Engagement	Luke Haus	2365
Tutoring (Content)	The Study	Blake Lubinski	5206
Writing Center	Writing Center	Lucas Southworth	5053