

# UNDERGRADUATE ACADEMIC AFFAIRS

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Dr. Joseph Orgel, Vice Provost for Academic Affairs

Academic Affairs falls under the leadership of the Vice Provost for Academic Affairs, Dr. Joseph Orgel. As vice provost, Dr. Orgel is responsible for Undergraduate Academic Affairs and Graduate Academic Affairs, the Academic Resource Center (ARC), the Empowerment, Leadership and Mentorship Program and affiliated scholarship programs, and the main campus Designated Dean of Academic Discipline. The services provided by the offices overseen by Dr. Orgel enhance the educational experience of Illinois Tech students in addition to enforcing the academic policies of the University.

The Vice Provost for Academic Affairs coordinates the programs of both undergraduate and advanced study offered by the academic units of the university. The Vice Provost is chair of Graduate Studies (with a designee on behalf of and in cooperation with the Vice Provost chairing graduate studies committee meetings), they are also ex officio of the Undergraduate Studies Committee.

The Office of Academic Affairs, including Undergraduate Academic Affairs (UGAA) and Graduate Academic Affairs (GAA), headed by the Vice Provost, monitors academic progress, conducts academic standing and matriculation reviews, completes preliminary and final academic audits, oversees degree certification and thesis examination, and enforces undergraduate, co-terminal and graduate academic policies.

The Office of Academic Affairs enforces and implements academic policies, monitors student progress, and provides a variety of academic support services for all undergraduate, coterminal and graduate students from the time of admission to graduation. These include academic advising; evaluating transfer credits; conducting academic program audits; overseeing academic standing and matriculation reviews; assessing student petitions; reviewing course repeats for a change of grade; processing change of major; monitoring academic progress; certifying student's eligibility for degree conferral; granting an official leave of absence or an official withdrawal from the university; completes preliminary and final academic audits, oversees degree certification and thesis examination, and enforces undergraduate, co-terminal and graduate academic policies. In addition, this office reinstates former students to the university and maintains the official academic files for all students. Degree Works, the online degree audit system, is monitored and maintained by the Office of Academic Affairs. In partnership with the offices of the ARC, student life, and the ELM program, this office also assists in the mentorship and professional preparation of students and interested university community members and partners.