



Developed 9/1/1997,
12AM EST
Last N/A
Approved
Effective N/A
Next Review N/A

Owner Milford Muskett:
VP Academic
Affairs
Policy Area Division of
Academics

Academic Advising

Purpose

To articulate the role of academic advising in student success;
To ensure that advisors provide consistent services to their academic advisees.

Policy

Students and faculty share the responsibilities for successful academic advising. Academic advising requires good planning and a sound understanding of degree requirements.

Scope and Definitions

This policy consolidates and replaces two from March 2012: Advising Overview and Advising Requirements.

Applies to all admitted and enrolled students.

Procedure

The following represent the expectations the University has of faculty and staff advisors:

Meeting and Contact:

- A. Meet at least once per enrollment period. (NOTE: Best practices suggest that students and faculty meet to discuss academic goals and progress more frequently.)
- B. Stay in contact with students via email or PO box.
- C. Maintain reasonable office hours and flexibility to schedule appointments with students for an adequate period of time to make curricular choices and career choices

- D. Maintaining accurate advising files for each advisee.

Academic Progress:

- A. Provide accurate information about course and degree requirements and help with strategic course selection so as to minimize the number of semesters required for graduation.
- B. Explain the consequences of falling below hours on housing eligibility and financial aid.
- C. Explain the meaning of probationary status and academic suspension.
- D. Provide information on the process and procedures to follow each semester to enroll in classes, to drop or add classes and the academic deadlines for the semester.

Goal-Setting:

- A. Set short and long-term goals for academic success.
- B. Pay attention to academic or personal issues that may interfere with successful completion of academic goals.
- C. Inform students about internship and career opportunities within their field of study.

Change of Advisor Process:

- A. Student will communicate with potential new advisor to initiate change of advisor process.
- B. Student will complete the change of advisor form after meeting with the potential new advisor and submit to registrar.
- C. Previous advisor will share information about the advisee with the new advisor.

Recordkeeping and Management:

Completion and submission of Petition to Graduate one semester prior to anticipated graduation date to the Office of the Registrar

Sanctions, Notifications, and Notes

Appeals and Deadlines

See the current Academic Calendar for deadlines.

Recordkeeping Authority and Design

Advisors are assigned by the Vice-President for Academics (or his/her designee; currently the Director of Admissions) during the admissions process. Advising assignments (including updates) are maintained by the Registrar.

Vetting Process and Final Approval

- A. Faculty Senate (Academic Standards Committee)
- B. Vice-President for Academics and Academic Deans

C. President Executive Council

D. President

Approval Signatures

Step Description

Approver

Date

DRAFT