

Shawnee State University

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SUBJECT:	ACADEMIC ADVISING	RECOMMENDED BY:	UFA
		APPROVED BY:	

Faculty advising of students is an academic process whereby students are rendered assistance by informed faculty members. Areas of assistance may include the development of a general academic plan and a quarterly schedule that will enable students to proceed through their chosen academic program in an appropriate manner. Academic advisors assist students who seek help in areas of academic difficulty and help identify referral sources within the University and direct students to these services when needs are identified.

Freshmen are referred to the Student Success Center (SSC) for initial and first-year student advising assistance. Working in collaboration with faculty advisors, SSC staff also develop academic improvement plans, if needed, and provide freshman orientation to the University.

1.0 Development of the Advising system

- 1.1 It is the responsibility of the Student Success Center and each instructional unit to develop an advising plan for freshmen, undecided, and at-risk students.

Freshmen will be notified of the advising process at the time of admission. The Student Success Center staff will coordinate freshman orientation to the University, during which faculty members will assist with advising new students. The Student Success Center advising plan will include freshman orientation, first-year student mandatory advising, and additional student services to sophomores, juniors, and seniors to assist students in reaching graduation.

- 1.2 It is the responsibility of each instructional unit to develop an advising plan appropriate for students enrolled in programs in that unit. This will allow each unit to build into its advising system those special characteristics needed to advise its majors. These plans should include a procedure to handle late admissions and evening students. Students should be notified of the advising process at the time of notification of their assigned faculty advisor. An instructional unit may require specific advising.

2.0 Student Placement and Advising

During the admission process, students should be placed in one of the following categories:

- 2.1.1 New Freshman, Degree-Seeking
 - 2.1.2 Transfer, , Degree-Seeking
 - 2.1.3 Special, , Non-Degree-Seeking
 - 2.1.4 Degree Seeking, Not Admitted to a Program
 - 2.1.5 Transient, Non-Degree-Seeking
 - 2.1.6 Postsecondary Option Program
- 2.2 Students will be assigned to the appropriate instructional unit based on their declared major at the time of admission. Student information, including the declared area of concentration, will be communicated to the appropriate unit. Chairs or deans will be responsible for assigning students to faculty advisors within their unit. The name of the assigned advisor and information as to the appropriate procedure to be followed by the student will be communicated to the student by the instructional unit prior to the next registration period.
- All freshmen are referred to the Student Success Center. Information on appropriate procedures to be followed by the student will be communicated to the student by the SSC staff prior to the next registration period.
- 2.3 Special and/or transient non-degree seeking students will be advised by Student Affairs personnel until they declare a major. Transfer, degree-seeking students will be advised by both an advisor within the Student Affairs Division and a faculty advisor during their first quarter. Students seeking an Individualized Studies degree will be jointly advised by the Registrar and appropriate faculty.
- 2.4 Faculty advisors should have computer access to information relating to the students' academic status. This information will include ACT scores, placement test scores, ability to prepare degree audits, and other such information that would assist the advisor in his/her task.
- 2.5 At least one representative from each instructional unit will be available to advise during the orientation period for new students.

3.0 Change of Advisors

- 3.1 Students who change majors are required to report this change to the Office of the Registrar. The change of major will be communicated to the appropriate divisions and the student assigned a new faculty advisor within that instructional unit. The instructional unit will then send the appropriate information to the student including the name of the new faculty advisor.
- 3.2 Provisions should be included in each instructional unit's advising plan to allow for a change of advisor, if necessary, at the request of the student or the faculty advisor.

4.0 Student Responsibilities

Students are responsible for their own registration decisions and progress toward a degree. An important part of this responsibility is consultation with the University catalog, departmental/instructional guidelines, and the student's advisor.

- 4.1 Advising will be **mandatory** for all students who have either completed fewer than 45 credit hours and/or have been identified as an at-risk student. Advising for these students is facilitated through the Student Success Center. The advising is done either by Student Success Center staff and/or the student's faculty advisor(s).
- 4.2 All baccalaureate degree-seeking students will be **required** to see their academic advisor before the end of their sophomore and junior years to ensure progress toward degree completion.* Registration holds will be set by the Office of the Registrar FOR THE APPROPRIATE QUARTER OR QUARTERS. A student must discuss degree progress with his/her academic advisor before approval of registration is given. The academic departments will have the ability to release registration holds upon completion of these advising sessions. The student may then register.

* By signature, sophomore and junior students may waive advising services and accept full responsibility for their own degree progress. Students must acknowledge that he/she has obtained a degree audit. An appropriate form may be obtained from the Office of the Registrar. Please refer to Section 1.2.

4.3 Appropriate exceptions may be granted by the Office of the Registrar.

4.4 No advisor APPROVAL will be required for registration other than AS INDICATED ABOVE.

5.0 Faculty Roles

A committee consisting of members of the Student Affairs Division and the Faculty Development Committee of the UFA will develop an in-service program to inform faculty advisors of the role of the different departments at the University. A summary of each in-service will be submitted to the Student Affairs Committee. Additional in-service time will be included for each instructional unit to discuss strategies that are unit specific.

6.0 Instructional Unit

Instructional units will be responsible for developing, implementing and reviewing their own advising plans to ensure they are both adequate and effective. Copies of these plans, and any revisions of them, shall be submitted to the Vice President for Student Affairs and to the Provost. A narrative summary of advising activities shall be included in the annual report at the end of each academic year.

Approved 7/30/90; Revised 12/11/97.