



Policy: Advising

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar Office

Policy: Academic advising of students is provided by a designated faculty or staff member for each major (undergraduate) or program (non-traditional, graduate, seminary) and is designed to develop mentoring relationships with students to enable them to continue to develop academically, as well as personally, spiritually, and professionally.

- 1.0 The student and the advisor:
 - 1.1 Develop a partnership with the goal of academic success and professional integration.
 - 1.2 Develop an academic plan taking into account program requirements as well as personal and professional aspirations.
 - 1.3 Discuss opportunities to get involved in learning outside the classroom.
- 2.0 Advisors work with students to plan for their educational experiences with the goal of professional and spiritual growth. It is the responsibility of the advisor to inform advisees of available campus support services. The faculty advisor is expected to:
 - 2.1 Be available during posted office hours (including pre-registration scheduling hours) or otherwise communicate their availability to students.
 - 2.2 Use all available information to determine strengths and potential problem areas.
 - 2.3 Assist students in goal setting and course selection.
 - 2.4 Monitor each advisee's academic progress.
 - 2.5 Maintain student advising records.
- 3.0 Students have an important role to play in the advising relationship. Failure to complete the following steps may delay the time it takes to earn a degree. Students should:
 - 3.1 Take initiative to schedule advising appointments and be on time for the appointment. This will be done by contacting the advisor directly or by signing up for a time that is provided by the advisor during pre-registration.
 - 3.2 Reflect on career aspirations and educational goals and ask questions of the advisor.
 - 3.3 Prepare for advising appointments by utilizing the advising portal site, understanding program requirements and preparing a tentative schedule.
 - 3.4 Prior to meeting with the advisor, obtain the necessary forms needed for advising and bring them to the advising appointment.
 - 3.5 Enroll in the courses agreed upon with his/her academic advisor and discuss with the advisor any proposed changes in the agreed upon schedule.
 - 3.6 Take responsibility to ensure changes in curriculum (i.e., course substitutions, petitions to waive requirements) are communicated to the Registrar's Office.
- 4.0 Advising in Non-Traditional Programs
 - 4.1 Advising appointments may be via the telephone or through other technology to accommodate the student who may not be in close proximity to the campus. The basic principles of effective advising apply though the student and advisor may not meet face-to-face.
- 5.0 Audits for Completion of Degrees
 - 5.1 Faculty advisors utilize advising functions on the Grace Portal along with printed program check sheets maintained by the Registrar to assure that the student has completed the necessary requirements for their degree. Additionally, the Registrar's Office is responsible for



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verifying completion of all program requirements. (See also CHECK SHEET policy). Audits are available online through the portal for students to access at any time.

6.0 Student Advising Records

6.1 The advising portlet on the Grace Portal contains the following information:

- 6.1.1 Academic history, including ACT and SAT scores, high school GPA, and college transfer GPA. The information comes from the Admissions Office and reflects data as of the date of enrollment.
- 6.1.2 Unofficial transcript of courses taken towards the student's program requirements.
- 6.1.3 Grade report, a semester by semester view of grades.
- 6.1.4 GPA projection program
- 6.1.5 Faculty advising notes as entered by the advisor

6.2 Student advising records contain the following:

- 6.2.1 Summary of Academic Credit
- 6.2.2 Academic Petitions
- 6.2.3 Application Information

7.0 Disposition of Records

- 7.1 Records of students who have withdrawn or graduated from the institution should be forwarded to the Registrar's Office for processing. Records of students who transition to another program at the institution should be forwarded to the newly assigned advisor. The Registrar's Office will notify the advisor when students have withdrawn from the institution. Official advising records are typically not maintained by the Registrar's Office beyond 4 years following a student's graduation or withdrawal from the institution. The only documents maintained thereafter are those essential to supporting the transcript; they are scanned and archived in the Registrar's Office.

Students interested in reviewing the contents of their advising file are to reference the FERPA policy.

Revision Process and History

- All revisions to the policy must be approved by Academic Affairs Committee and the faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template