



AOP 12.38: UNDERGRADUATE ACADEMIC ADVISEMENT

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to emphasize the importance of advising and provide guidelines for establishing quality advisement for all students.

POLICY/PROCEDURE

1. Every student in the University will have access to quality academic advising.
2. All undeclared undergraduate students will be advised by staff in the University Academic Advising Center.
3. All new freshmen who have an ACT score less than 21 and a cumulative high school grade point average less than 2.5 will be advised by staff in the University Academic Advising Center until the student accumulates a minimum thirty (30) hours of course work.
4. Academic Advisement of Meridian Campus students will be conducted by the Meridian Campus Advisement Center and academic division.
5. Students should declare a major upon the accumulation of sixty (60) credit hours and are required to do so upon accumulation of seventy-five (75) credit hours. Exceptions to this requirement must be approved by the Director of the University Academic Advising Center.
6. All students with declared academic majors will be advised by faculty and/or professional staff in their respective units. Each unit will develop its own academic advising system.
7. Advisors will be assigned after a student declares a specific academic major or prior to their first registration. All students will be informed of the faculty/staff advisor's name to whom they have been assigned.
8. Training of academic advisors is the responsibility of the unit. Academic Advisors are encouraged to avail themselves of training programs provided by the university (e.g., University Academic Advising Center, Academic Advisors Council, and the Center for Teaching and Learning).
9. Advising will be assessed by the respective unit, and an advisor's level of performance will be included as a factor in decisions related to annual salary increase,

promotion, and tenure.

10. Academic advisors will be assigned a reasonable number of advisees relative to the individual's other work assignments.
11. All new students, both freshmen and transfers, will be invited to participate in summer orientation and advising sessions.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Executive Vice Provost for Academic Affairs with recommendations for revision presented to the Provost and Executive Vice President.

REVIEWED:

/s/ Peter L. Ryan 03/08/2019
Associate Provost for Academic Affairs Date

/s/ Judy Bonner 03/11/2019
Provost and Executive Vice President Date

/s/ Randolph F. Follett 03/15/2019
President, Robert Holland Faculty Senate Date

/s/ Timothy N. Chamblee 03/26/2019
Associate Vice President and Director
Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 03/19/2019
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 03/29/2019
President Date