



## **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. Mentorship and career exploration are complementary to academic advisement, but not covered under this AOP.

### **POLICY/PROCEDURE**

1. Every student in the University will have access to quality academic advising. All students should be assigned an advisor prior to the last day to add a class for the students' semester of enrollment. If a student changes their major or when an undeclared student declares a major, the new unit will assign a new advisor when the Change of Major form is approved. If an advisor leaves their position, the unit will assign a new advisor.
2. All undeclared undergraduate students will be advised by faculty and/or staff based on their primary location: Center for Advising (Starkville campus), G.V. "Sonny" Montgomery Advisement and Career Services Center (Meridian locations), or Center for Distance Education (Online Education).
3. All first-time in college students who have no ACT score or an ACT score less than 21, and a cumulative high school grade point average less than 2.5 will be undeclared until the student passes a minimum thirty (30) hours of course work.
4. 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 Executive Director of the Center for Advising.
5. All students with declared academic majors will be advised by faculty and/or professional staff in their respective units, or in the centers listed in item #2, upon unit approval. Each unit will develop its own academic advising system.
6. To ensure academic advisors have an understanding of their role, each unit will establish guidelines that document the advising load and minimum expectations of an academic advisor. 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., Center for Advising, Academic Advisors Council, and the Center for Teaching and Learning).
7. Advising will be assessed by the respective unit, and an advisor's level of performance should be included in an annual performance appraisal.

8. Academic advisors will be assigned advisees relative to the individual's other work assignments.
9. All newly enrolled students, both first-time in college and transfer, will be invited to participate in 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 BY:**

/s/ Peter Ryan 9/11/2024  
Executive Vice Provost Date

/s/ David Shaw 01/13/2025  
Provost and Executive Vice President Date

/s/ Robert Banik 11/08/2024  
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 01/14/2025  
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 02/13/2025  
General Counsel Date

**APPROVED BY:**

/s/ Mark E. Keenum 02/24/2025  
President Date