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Policy and Procedure for a Program of Academic Advisement

The College at Brockport, College Senate

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Resolut Routing #25 78-79

Resolution #19
1978-1979

Policy and Procedure for a Program
of Academic Advisement

TO: PRESIDENT ALBERT W. BROWN

FROM: THE FACULTY SENATE

Meeting on April 30, 1979
(Date)

RE: XX I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
III. Other (Notice, Request, Report, etc.)

SUBJECT: **Policy and Procedure for a Program of Academic Advisement**

(See attached)

Signed _____ Date Sent May 2, 1979
(For the Senate)
..... **Charles Jenkins, President, Faculty Senate.**

TO: THE FACULTY SENATE

FROM: PRESIDENT ALBERT W. BROWN

RE: I. DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

- a. Accepted. Effective Date May 24, 1979
b. Deferred for discussion with the Faculty Senate on _____
c. Unacceptable for the reasons contained in the attached explanation

- II., III. a. Received and acknowledged
b. Comment:

DISTRIBUTION: Vice Presidents: Farris, Burke, Miller, Smith, Wolin
Others as identified: Fac. Sen., D'Agostino

Distribution Date: _____

Signed: A.W.B.
(President of the College)

Date Received by the Senate: Jun 4, 1979

RECOMMENDED POLICY AND PROCEDURE
FOR A PROGRAM OF ACADEMIC ADVISEMENT

- I. Rationale: It is the responsibility of a college to facilitate learning, to resolve student problems related to academic affairs, and to provide students with support, and guidance which will integrate them into the college community.

The faculty and professional staff of the State University College at Brockport recognize individual as well as collective responsibility for the effective academic advisement of all Brockport students.

II. Definition of Academic Advisement

Academic advisement is a process which assists each student to plan an academic program which will be consistent with institutional degree requirements and with the individual student's academic goals. Academic advisement involves guiding individual students in the identification and utilization of student support services available on campus.

III. Student Responsibility in Advisement

All students - when first registering at the College - must file a Program Selection Form in the Office of Academic Advisement. Information on the completed form is used to assign each student to an appropriate advisor. Students who have proof that they have consulted with their advisor will have first priority for registration. The Director of Academic Advisement shall be responsible for setting up procedures to implement this policy. Any students unable or unwilling to work with an assigned advisor may request a different advisor at any time during the academic year. Just as the College recognizes responsibility for providing effective academic advisement, so too must students recognize their responsibility to seek advice and to inform themselves about academic requirements on the local campus and within the SUNY system.

IV. Policy and Procedure for the Advisement of Majors

- A. The responsibility for the academic advisement of majors in any department or program rests in the office of the unit head of that department or program, which in turn is accountable to the appropriate administrative officer through the Director of Academic Advisement, in whose office rests the responsibility for the coordination and assessment of all campus advisement programs.
- B. The unit head, working with the Director of Academic Advisement shall be responsible for providing a clear description of procedures for advising majors, including the following:
1. selection of major advisors;
 2. training of major advisors;
 3. organization of the departmental major advisement program;
 4. evaluation of the performance of major advisors, and of the advisement coordinator;

5. annual review of the performance of the department's advisement program which shall be submitted to the appropriate administrative officer through the Director of Academic Advisement at the end of each academic year.
- C. The unit head of each department or program may delegate direct responsibility for the advisement of majors in that department or program to an academic advisement coordinator. The coordinator, working with the Director of Academic Advisement, shall:
 1. maintain communications with the Director of Academic Advisement and with his/her department and unit head. (For the purpose of communication the Academic Advisement Office may submit appropriate materials directly to the advisement coordinator, but in all cases the unit head shall be kept informed.)
 2. carry out the functions of 1 to 4 above (Section 4.B.), in coordination with the unit head of his/her department or program.
- V. Policy and Procedure for General Advisement (students who have not declared a major)
- A. The responsibility for general advisement rests in the offices of the unit heads which are, in turn, accountable to the Director of Academic Advisement, in whose office rests the responsibility for coordination and assessment of all campus advisement programs.
 - B. General advisees shall be assigned to each unit on a proportional basis taking into account the number of faculty and the number of declared majors in that unit.
 - C. The unit head, working with the Director of Academic Advisement, shall be responsible for providing a clear description of general advisement procedures for the following:
 1. selection of general advisors;
 2. training of general advisors;
 3. organization of the general advisement program within the unit;
 4. evaluation of the performance of general advisement coordinator and of general advisors;
 5. annual review of the performance of the unit's advisement program which shall be submitted to the appropriate administrative officer through the Director of Academic Advisement at the end of each academic year.
 - D. Each unit head may delegate responsibility for coordination of that unit's general advisement program to an advisement coordinator. The unit's advisement coordinator, working with the Director of Academic Advisement, shall:
 1. maintain communications with the Director of Academic Advisement and with his/her unit head. (For purposes of communication the Academic Advisement Office may submit appropriate materials directly to the advisement coordinator, but in all cases the unit head shall be kept informed.)

2. carry out the functions of 1 to 4 above (Section 5.C.), in coordination with the unit head.

E. Non-teaching professionals involved in general advisement shall be allocated to an academic unit by the Director of Academic Advisement. (Details to be developed by the Director of Academic Advisement)

VI. Policy for Special Advisement

- A. There are students enrolled at Brockport whose needs differ from those of students classified as majors or in the general education pool. These students include the adult learner in MAP, BA/LS, nonmatriculated undergraduate and graduate, and the talented high school student.
- B. The advisement process for these students normally occurs in two phases. The first phase involves highly individualized entry level advisement and review of credentials. The responsibility for this phase rests with the Director of Academic Advisement who will direct a coordinated arrangement between the offices of Academic Advisement and Continuing Education.
- C. Once the students have matriculated, they enter a second phase, at which time they will be assigned to a generalist or major advisor (as appropriate) within a primary unit, who has been identified and trained to handle the continuing needs of these students.

VII. Procedures and Definition

- A. The annual review of a unit's advisement program shall be sent to the appropriate administrative officer through the Director of Academic Advisement at the end of each academic year.

The Director of Academic Advisement working in concert with the advisement coordinators, shall be responsible for providing a uniform procedure whereby each unit will evaluate its advisement programs annually. Copies of this evaluation shall be submitted to the appropriate administrative officer. The Director of Academic Advisement shall compile a summary of these reviews annually and distribute them to appropriate bodies.

- B. The Director of Academic Advisement acting through the appropriate administrative officers shall meet with unit heads or their designees to make such common policy as shall be necessary to provide adequate advisement for the students of the college.
- C. Advisement coordination and advisement itself shall constitute part of the faculty member's service and teaching obligation and should be given significant consideration by appropriate evaluating committees.
- D. It shall be the responsibility of the Office of Academic Advisement to compile, produce, and distribute such manuals, handbooks, and guidelines as will facilitate advisement, with the exception of the college catalog.