

	<b>BAYAN COLLEGE</b> Affiliated with Purdue University Northwest, USA		
<b>Policy Title</b>	<b>Academic Advising</b>		
<b>Policy Category</b>	Academic Policies		
<b>Subject</b>	Supporting student academic success		
<b>Office Responsible for Review of this Policy (Office)</b>	Academic Advising Centre Quality Assurance Office		
<b>Related Policies</b>	Student Handbook Writing Support Services Policy		
<b>Version</b>	2	Effective Date	01.01.2019

## SCOPE

This Policy applies to all students and their academic advisors.

## POLICY STATEMENT

This Policy is applied once a student enrolls at the College and continues through to graduation. All students must meet with academic advisors prior to the start of each semester to learn College policies and departmental requirements, discuss their individual educational plans and personal goals, and select courses. Academic advising is an educational partnership; both advisees and their academic advisor collaborate to achieve academic, personal, and professional success. This relationship is one in which both parties have clearly defined responsibilities that extend throughout the educational experience at Bayan College.

## PROCEDURE

1. All new students are advised by the GFP Head of Department during their first semester of enrolment. Upon completion of their first semester, the registration department directs students to the Academic Advising Centre where they are assigned and an academic advisor for the duration of their studies at the College.
2. Students are required to meet with their academic advisor before registering in any course the following semester.
3. All registrations must include the signature of the academic advisor.
4. All students are required to participate in academic advising meetings with their individual advisor at least once each semester.
5. Students are actively encouraged to seek advice related to any issue impacting upon their studies.
6. All members of faculty are assigned advisees.
7. During the course of the advisory session, both advisors and advisees must assume equal responsibilities, which include:
  - a. Evaluating the student's capabilities to undertake a preferred major;
  - b. Reviewing the College's general and major requirements, pre-requisite and electives for the selected degree ;
  - c. Establishing an objective and realistic study plan;

- d. Selecting and registering in courses that are consistent with educational goals and which meet the requirements of the degree;
- e. Address students experiencing academic difficulties and referring them to the appropriate resources provided by the College;
- f. Discussing graduation and career options.

## **ROLES AND RESPONSIBILITIES**

### **Role and responsibilities of the Academic Advisor**

- 1. Be knowledgeable about all educational requirements;
- 2. Be knowledgeable about all College policies and regulations;
- 3. Maintain regular communication with the Dean, Heads of Departments and supporting units, and attending all academic advising meetings;
- 4. Assist students in the selection of appropriate and relevant courses and other educational activities;
- 5. Maintain accurate student records;
- 6. Monitor students experiencing difficulties with their studies and refer them to appropriate support services;
- 7. Maintain student confidentiality;
- 8. Assist students with the use of College resources;
- 9. Assist students develop their decision-making skills; create and maintain an academic advising file that includes, but is not limited to, student information, scripts, study plan, activity log sheet, and copies signed by the advisor.
- 10. Support students in the development of their full potential;

### **Role and responsibilities of students:**

- 1. Actively participate in all academic advising sessions and accept final responsibility for making academic choices;
- 2. Be knowledgeable about the Catalogue and Student Handbook;
- 3. Be aware of College policies and procedures;
- 4. Adhere to academic and administrative deadlines;
- 5. Understand their academic program's specific requirements;
- 6. Clearly articulate their personal values, abilities and goals;
- 7. Seek clarification and ask questions of academic advisors and other staff about issues and concerns;
- 8. Seek academic advice each semester;
- 9. Prepare for, and arrive on time for academic advising sessions;
- 10. Follow through with academic advisor recommendations and
- 11. Make use of all resources provided by the College, especially those referred by an advisor.

### **Role and responsibilities of the Academic Advising Centre**

- 1. Promote a supportive educational environment characterised by commitment to high standards and student success through the following strategies:
  - a. Develop teaching and learning practice based on the latest developments in these fields;
  - b. Help students to become more independent learners and competent decision makers;
  - c. Strengthen an ongoing relationship between advisors and students;
  - d. Communicate effectively in a respectful and caring manner;
  - e. Provide accurate and up-to-date information on College policies, procedures and guidelines;

- f. Modify or adjust advising based on regular evaluations.
2. Develop a sustainable system for collaboration among different College departments to enhance the student experience through the following strategies:
  - a. Create a more student-friendly referral system;
  - b. Be more systematic in sharing resources, best practice and consistent policies;
  - c. Develop new channels of communication with the Student Affairs Office;
  - d. Develop a partnership with the community at large and the alumni.
3. Provide professional development for academic advising through the following strategies:
  - a. Develop a training system for academic advisors;
  - b. Develop a system for sharing resources for professional development;
  - c. Create a mechanism for the professional development of advisors.
4. Support educational experiences that advance student development through the following strategies:
  - a. Promote awareness of curricular/extracurricular opportunities;
  - b. Collaborate with the community at large to meet common needs;
  - c. Facilitate relationships between academic and personal goals and extra-curricular experiences.
5. Direct students deemed 'at risk' to the Writing Support Service
6. Implement a College-wide assessment plan for academic advising.
7. Manage all academic advisors.
8. Maintain accurate and current academic advising files.
9. Tracking students identified as "at risk".

#### **POLICY REVISION HISTORY**

<b>Version No.</b>	<b>Effective Date</b>	<b>Summary of Changes</b>
1	01.01.2010	First iteration
2	01.01.2019	Changes to format for consistency with Policy on Policy requirements Amendment to process for assigning students to academic advisors Inclusion of the Writing Support Services provided at the College.