

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Advising for Undergraduate Students

Policy Number: 6.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/15/2014

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Describes at what stages of degree completion students must have types of advising.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Only minor punctuation changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

CFA professional advisor

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Academic Advising for Undergraduate Students

Original Implementation: October 31, 2000

Last Revision: ~~April 15, 2014~~ April 25, 2017

Each academic unit will provide systematic and effective advising for all its undergraduate students. An advising session is mandatory for undergraduate students prior to registration for courses in the following situations:

- Each semester for students with fewer than 60 earned hours of credit;
- Each semester for students on academic probation;
- Annually for students with 60 or more earned hours of credit.

Students retain the right to be advised more frequently. Individual academic units may require students to participate in mandatory advising. Students are required to declare a major and file an official degree plan no later than the end of the semester following the completion of 45 hours.

The responsibilities of the academic advisor will include, but are not limited to, informing advisees of the following:

- Short- and long-term plans to accomplish educational objectives;
- Program options that match a student's goals, interests, and abilities;
- Information about degree requirements, such as the core curriculum, major-specific courses, course sequencing, minimum grade-point averages, removal of withheld grades, and time limits for completion of degree programs;
- University requirements, such as minimum course load for full-time classification, repeat courses on grade-point average, timetable for dropping courses, and residency requirements;
- Deadlines to submit degree and graduation plans.

During each registration period, academic units must provide daily advising opportunities. Academic advising for undergraduate students must be annually evaluated as part of the unit assessment process.

Cross Reference: General Bulletin, Student Handbook, Tex. Educ. Code § 61.077

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs