

Advisors will be held accountable for professionally representing the department, college and university on a very personal level. That interaction will leave a very strong (and lasting) impression on the students.

A&S Advising Expectations

High quality advising is essential if we are to maximize the quality of our educational mission. Whether formally assigned advisees or not, all faculty members are expected to contribute to the advising mission at the undergraduate level, and if the department houses a graduate program, at the graduate level.

- Advisors are expected to provide academic advising that includes: course scheduling ensuring the appropriate time to degree; knowledge and/or reference of appropriate university rules and regulations; career choice guidance; and encouragement for participation in such enrichment activities as study abroad, volunteerism, internship opportunities, student clubs/honoraries, and tutoring when needed.
- Advisors are expected to be fully informed about the unit's degree requirements as well as requirements at the college and university level—especially University Studies rules.
- Advisors are expected to review petitions in a timely manner and to carefully review petition requests in an effort to reconcile student requests with university rules and regulations.
- Advisors are expected to provide sufficient advising time for all students. And as needed for any students wishing to consult with them. Responses to advisee questions are expected to be handled in a reasonable time period—a rule of thumb might be 48 hours.
- Advisors are expected to be knowledgeable about various university units that provide students with academic assistance such as the Writing Center or the Oral Communication lab and refer students to these units when appropriate.
- Advisors should be aware that advising is more than just making sure students are doing well academically. Advisors assist in retention efforts by ensuring students are doing well on a holistic level.
- Career Advisors should note departmental advising expectations