

## Academic Advising: rights of students

1. The right to an advisor who fulfills the College of Agriculture and Life Sciences advising goals and responsibilities.
2. The right to timely access to an assigned advisor.
3. The right to protection and review of academic advising-related files and materials in accordance with the Family Educational Privacy Act.
4. The right to receive pertinent and accurate information as needed for academic planning.
5. The right to change your academic advisor assignment.
6. The right to clear procedures for communicating opinions about the quality of advising help provided.
7. The right to make your own decisions.

## Academic advising: faculty goals

1. To inspire students to understand their freedom of choice.
2. To encourage students to accept active responsibility for academic progress and planning.
3. To assist students in exploring short-term, intermediate, and life-long goals by becoming involved in beneficial educational activities that contribute to a complete University experience.
4. To guide the advisee toward selecting an academic program appropriate to meeting his or her goals.
5. To give the students the benefit of the advisors' expertise in their academic fields.
6. To project ahead as much as the program will allow when helping advisees plan their academic schedules.
7. To provide guidance and referrals for advisees who are having academic problems or other difficulties.

***Academic advisors are an important source of academic advice and information, however, students are fully responsible for their academic decisions, including selecting courses, meeting prerequisites, and adhering to policies, procedures, and deadlines.***

## Academic Advising: student responsibilities

1. Make an effort to get to know your advisor.
2. Maintain an academic advising and career planning file.
3. Know the degree requirements and other relevant academic policies and procedures.
4. Complete academic requirements in a timely manner.
5. Initiate timely career and academic inquiries and discussions with advisor.
6. Make regular progress appointments and also see advisor for assistance when questions or problems arise.
7. Prepare a list of questions or concerns prior to meeting with your advisor.
8. Prepare a list of desired and alternative courses prior to meetings with advisor.
9. Be considerate of your advisor: schedule advising appointments and arrive promptly.
10. Take responsibility for your decisions.

## Academic advising: faculty responsibilities

1. Maintain complete and accurate advisee records and safeguard confidentiality.
2. Get to know advisees as individuals.
3. Create an atmosphere of caring and professional concern for advisees.
4. Furnish accurate information regarding academic policies and procedures.
5. Refer advisees to appropriate campus and/or community resources as needed.
6. Help advisees clarify their educational and career goals and objectives.
7. Help advisees develop appropriate courses of study.
8. Monitor academic decision-making- inform of relevant alternatives, limitations, and potential consequences of academic decisions, but allow them to make their own informed decisions.
9. Encourage timely progress toward a degree.
10. Provide relevant information on post-undergraduate opportunities, including careers, graduate and professional schools.
11. Advocate ethical and professional conduct in all academic endeavors.
12. Be available for advisee, within reason.
13. Serve as an advocate when appropriate.
14. Be a resource for advisees not only in strictly academic matters but, more broadly, in other ways that encourage their intellectual and personal growth.