

# Utah Tech University Policy

## 663: Academic Advisement



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### I. Purpose

- 1.1 To define the nature and objectives of academic advisement and delineate the roles and responsibilities of academic and other University units in the provision of academic advisement for students enrolled in undergraduate, graduate, continuing education, non-academic credit, and concurrent enrollment programs at Utah Tech University (“the University”).

### II. Scope

- 2.1 These policies apply to all academic and non-academic units, individuals, and programs providing academic advisement services to admitted and matriculated undergraduate and graduate students and non-academic credit, continuing education, and concurrent enrollment students.

### III. Definitions

- 3.1 ***Learner-Centered Ecosystem***: A University-wide network of information, resources, and services that is adapted for each student based on their unique characteristics, capabilities, experiences, resources, and general living conditions throughout the student life-cycle.
- 3.2 ***Program of Academic Study***: An approved set of academic courses and experiences leading to the achievement of a degree, major, emphasis, minor, badge, credential, or certificate.
- 3.3 ***Unit***: A designated office, individual, or group of individuals that is responsible and accountable for providing specialized academic, student life, or administrative information, resources, or services.

### IV. Policy

- 4.1 Nature of Academic Advisement

4.1.1 Academic advisement is a Coordinated Learner-Centered Ecosystem designed to engage and empower students to make decisions that advance their educational, professional, and personal objectives and ensure that they have the tools to succeed in completing their academic program requirements and are prepared for entry in their chosen profession or academic discipline upon graduation.

## 4.2 Academic Advisement Objectives

4.2.1 Under the direction of the VPAA/Provost, the general objective of academic advisement is to provide information, resources, and services to students that ensures the timely completion of their chosen program of academic study and enhances success in their chosen academic discipline or profession upon graduation.

4.2.2 Specific objectives of academic advisement are:

4.2.2.1 Assist and empower students in making self-directed decisions about their educational, professional, and personal objectives.

4.2.2.2 Assist students in the selection of a program of academic study.

4.2.2.3 Assist students in understanding the comprehensive educational opportunities, resources, and services available to them from all University units.

4.2.2.4 Guide students in completing all technical requirements needed for admission to and completion of their chosen program of academic study through graduation.

4.2.2.5 Assist students in acquiring the information necessary to gain financial and other support for the completion of their program of academic study.

4.2.2.6 Assist students in gaining knowledge of the expectations and opportunities for entry and success in their chosen profession or academic discipline.

4.2.2.7 Regularly assess student needs and make recommendations for supplementary academic and student services and resources that enhance academic performance and ensure their personal and professional success.

4.2.2.8 Regularly conduct assessment of the Academic Advisement

Program to determine what is working well, what revisions need to be made, the degree the Academic Advisement Objectives are being achieved, etc.

- 4.2.2.9 Provide the necessary assistance to students using multiple delivery modes, e.g., face-to-face, chat, videoconferencing, etc.

### 4.3 Roles and Responsibilities in Academic Advisement

#### 4.3.1 Undergraduate Program

- 4.3.1.1 Student: Students are responsible for familiarizing themselves with the requirements for gaining admission and completing a program of academic study, including: becoming knowledgeable of and adhering to academic policies, procedures, and requirements; and communicating regularly with an academic advisor and attending scheduled advising sessions; reading email and other communications from the University; and accepting final responsibility for all decisions made, including graduation requirements.
- 4.3.1.2 Faculty: Each member of the University faculty is responsible for providing academic-discipline specific career, professional, and personal advisement to those students enrolled in their respective programs of academic study or their classes. Faculty are also expected to effectively mentor students in co-curricular academic and professional experiences. Faculty should not provide academic advisement on the technical requirements for completing a program of academic study.
- 4.3.1.3 College/Department: Each college Dean is responsible and accountable for creating and operating a College Advisement Center staffed with professional advisors and led by a College Advisement Coordinator. The College Advisement Center shall be directly responsible for the academic advisement of students with an index score >50, who have declared a major offered by that college. Where appropriate, and with approval of the Dean and VPAA/Provost, an academic department may operate a satellite Academic Advisement Center within the college contingent on demonstrated need and the availability of resources.
- 4.3.1.4 University Advising Center (UAC): The VPAA/Provost is

responsible and accountable for creating and operating a centralized University Academic Advisement Center consisting of professional advisors and led by a Director. The University Advisement Center is responsible and accountable for the advisement of students prior to and during their first and second semesters who are: matriculated in the AA/AS General Studies program, have declared a major and have an index score <50, all exploratory students and students who have not yet declared a major. Students who are above a 50 index without a declared major will be seen through UAC until they have declared a major.

4.3.1.5 Academic Services Units: Academic services units, such as the Academic Performance Centers, shall provide students with supplementary information, services, and resources that promote, support, and enhance their academic and professional success. Academic Services Units should not provide academic advisement on the technical requirements for completing a program of academic study unless relevant to their job description.

4.3.1.6 Student Services Units: Student services units within the Division of Student Services shall provide students with supplementary information, services, and resources as well as co-curricular activities and opportunities that advance personal development, enhance and extend the student academic experience, and improve student success. Student Services Units should not provide academic advisement on the technical requirements for completing a program of academic study unless relevant to their job description

4.3.1.7 Academic Advisor Training: University Advising Center will oversee initial advisor training and coordinate ongoing advisor training.

#### 4.3.2 Graduate Program

4.3.2.1 Student: Graduate students are responsible for familiarizing themselves with the requirements for gaining admission and completing a graduate program of study, including: becoming knowledgeable of and adhering to academic policies, procedures, and requirements; communicating regularly with an academic advisor and attending scheduled advising sessions; reading email and other communications from the

University; and accepting final responsibility for all decisions made, including graduation requirements.

- 4.3.2.2 Graduate Faculty: Each member of the University graduate faculty is responsible for providing academic-discipline specific career, professional, and personal advisement to those students enrolled in their respective graduate programs of academic study or their classes. Faculty are also expected to effectively mentor students in co-curricular academic and professional experiences. Graduate faculty should also provide academic advisement on the technical requirements for completing a graduate program of academic study.
- 4.3.2.3 Office of Graduate Studies: The Office of Graduate Studies oversees academic advisement at the graduate level and works with graduate faculty to ensure graduation requirements are widely published for student review.
- 4.3.2.4 Graduate Program Director: The Graduate Program Director ensures that the technical requirements for completing a graduate program are met by graduate students in the program.
- 4.3.2.5 Academic Services Units: Academic services units, such as the academic performance centers, shall provide students with supplementary information, services, and resources that promote, support, and enhance their academic and professional success.
- 4.3.2.6 Student Services Units: Student services units within the Division of Student Services shall provide students with supplementary information, services, and resources as well as co-curricular activities and opportunities that advance personal development, enhance and extend the student academic experience, and improve student success.

#### 4.3.3 Continuing Education Program

- 4.3.3.1 Student: Students are responsible for familiarizing themselves with the requirements for gaining admission and completing a continuing education program of study.
- 4.3.3.2 Office of Continuing Education: The Office of Continuing Education oversees academic advisement for continuing education programs and works with faculty to ensure

program completion requirements are widely published for student review.

#### 4.3.4 Non-credit Program

- 4.3.4.1 Student: Students are responsible for familiarizing themselves with the requirements for gaining admission and completing a non-academic program of study.
- 4.3.4.2 University Unit Offering Program: The director of the non-credit program is responsible and accountable for academic advisement of students completing the non-credit program of study.

#### 4.3.5 Concurrent Enrollment Program

- 4.3.5.1 Student: Students are responsible for familiarizing themselves with the requirements for enrolling and completing the requirements for a concurrent enrollment course and how those choices may affect admission into or completion of academic programs
- 4.3.5.2 Office of Concurrent Enrollment: The Office of Concurrent Enrollment oversees academic advisement for concurrent enrollment students and works with academic departments, school administrators, and teachers to supply University-related information to students. High school students are also encouraged to contact the University Advisement Center for further information, resources, and services.
- 4.3.5.3 Academic Services Units: Academic services units, such as the academic performance centers, shall provide students with supplementary information, services, and resources that promote, support, and enhance their academic and professional success.
- 4.3.5.4 Student Services Units: Student services units within the Division of Student Services shall provide students with supplementary information, services, and resources as well as co-curricular activities and opportunities that advance personal development, enhance and extend the student academic experience, and improve student success.

#### 4.3.6 Professional Academic Advisors

- 4.3.6.1 Professional academic advisors are members of the academic

staff who possess the qualifications required to provide effective academic advisement to University students.

#### 4.3.6.2 Professional Academic Advisor ranks:

##### 4.3.6.2.1 Academic Advisor

Role: Provide individual and group advisement to students on and off campus; assist in the development, implementation, and documentation of advising initiatives; maintain working knowledge of advising as a profession.

##### 4.3.6.2.2 Associate Academic Advisor

Role: Provide individual and group advisement to students on and off campus; provide leadership in the development, implementation, and documentation of advising initiatives; maintain working knowledge of advising as a career.

##### 4.3.6.2.3 Senior Academic Advisor

Role: Provide individual and group advisement on and off campus; leadership of a team of advisors; leadership in the development, implementation, and documentation of advising initiatives; mentorship of junior academic advisors; maintain working knowledge of advisement as a career; service to the academic advisement profession.

#### 4.3.6.3 Academic Advisement Coordination Team

4.3.6.3.1 Representatives from all units directly involved in or supportive of academic advisement shall meet periodically to coordinate academic advisement information, processes, activities, programs and resources.

4.3.6.3.2 Membership of the Academic Advisement Coordination Team may include the following, subject to appointment by the VPAA/Provost:

4.3.6.3.2.1 Director(s) of Academic Advisement (Team Leader)

- 4.3.6.3.2.2 Assistant Director(s) of Academic Advising
- 4.3.6.3.2.3 Dean of the Library and Learning Services or designee
- 4.3.6.3.2.4 Director of the Student Success Center or designee
- 4.3.6.3.2.5 Representative of MIC and International Student Services
- 4.3.6.3.2.6 Director of Continuing Education
- 4.3.6.3.2.7 Director of Concurrent Enrollment
- 4.3.6.3.2.8 Director of Extended and Digital Learning
- 4.3.6.3.2.9 Director of Graduate Studies
- 4.3.6.3.2.10 One (1) Dean selected by VPAA/Provost
- 4.3.6.3.2.11 One (1) Department Chair selected by VPAA/Provost
- 4.3.6.3.2.12 Director of Athletics or designee
- 4.3.6.3.2.13 Director of Financial Aid
- 4.3.6.3.2.14 Director of Career Services
- 4.3.6.3.2.15 Registrar
- 4.3.6.3.2.16 College Academic Advisement Coordinators (6)
- 4.3.6.3.2.17 Student Representation

**V. References: N/A**

**VI. Procedures: N/A**

**VII. Addenda**

#### 7.1 Qualifications for Advisor Ranks

7.1.1 Assistant Academic Advisor general qualifications: Bachelor's degree in a relevant field, experience working with student populations; excellent communication skills.

7.1.2 Associate Academic Advisor general qualifications: Master's Degree in a relevant field, three years of full-time academic advising

experience at a college or similar institution; or a Bachelor's Degree in a relevant field and five years of full-time experience as an academic advisor at a college or similar institution; or a Bachelor's Degree and seven total years of advising experience at a college or similar institution; and excellent communication skills.

- 7.1.3 Senior Academic Advisor general qualifications: Master's degree in a relevant field, five years of experience as an academic advisor; or a Bachelors' Degree and ten years of advising experience at a college or similar institution and a recommendation from Director of Academic Advisement.

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Policy Owner: Vice President for Academic Affairs and Provost  
Policy Steward: Directors of Academic Advisement

History:

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