

6.v. Academic Advising

Subject	Students	Effective From	Sep - 2011
Policy #	6.v.	Latest Revision	Dec - 2023
Title of The Policy	Academic Advising	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	2
Definitions	<p>Academic Advising: an ongoing process focused on providing academic and practical guidance to students in order to assist them in meeting their academic goals.</p> <p>Academic Advisor: works closely with the College Dean as well as the Department Head to assist students in making appropriate academic decisions while progressing toward the appropriate degree.</p> <p>QAIRC: Quality Assurance and Institutional Research Center.</p>		
Purpose	Academic advising seeks to help the student develop a plan of action in the pursuit of academic achievement from their first day on campus until the day they receive their degree.		
Scope	This policy applies to AAU students through Deanships, Heads of departments in coordination with the Academic Advisor.		
Statement	This policy provides comprehensive guidance, counseling as well as follow-up on students' long-term academic outcomes. Additionally, it provides students with useful assistance and advice, and specialist guidance that promote their academic development and lead to academic progress. It also helps them develop their skills and encourages them to maximize their learning opportunities, and directs them towards completing degree requirements within a specified time period.		
Procedures	<p><u>Assigning faculty advisors:</u> Each college assign (20-30) students to each faculty member to be their advisor, the selection of the students and their advisors depends on the department or the program in each college. The exact number of students for each academic advisor is determined based on the number of students and the number of faculty members in the concerned department or program.</p> <p><u>Advising Process</u></p> <ul style="list-style-type: none"> • The students' names are distributed among the faculty to ensure that the student is associated with a specific faculty member. • The faculty member has the responsibility to: <ul style="list-style-type: none"> ◦ Communicate with the students to meet with them in any possible way (in-person, emails, phone calls, Microsoft Teams). ◦ Keep records for each student including transcripts, study plan and any other documents related to advising. ◦ Keep record of any communication with the students such as emails or written 		

	<p>documents or meetings through Microsoft Teams.</p> <ul style="list-style-type: none"> ◦ Review his/ her associated students' transcripts and perform degree and graduation estimations. ◦ Ensure the student study plan is followed by the student. ◦ Advise the student if he/she seeks his help in any matter of his academic journey. <p><u>Advising Evaluation</u></p> <p>The academic advising takes place every semester. The performance of the process should be monitored and enhanced. The following steps are conducted within the (biennial) Student Satisfaction Survey:</p> <ul style="list-style-type: none"> • A survey is distributed to students to ask them about their experience with the advising process for the current semester. • The results from the survey will be formulized and analyzed by the QAIRC. • The concerned Head of Department and College Dean discuss the low results of the academic advising survey with the college faculty member and highlight the required actions to improve the overall process in the next academic year.
Recent Changes	