



Policy 02:050 – Academic Advising

Academic advising at the University of Montevallo empowers students throughout their time at the University to develop an educational plan that supports and coordinates their academic and professional goals. This plan is realized through a collaborative partnership between the student and the advisor. The Provost and Vice President for Academic Affairs is responsible for the oversight and evaluation of academic advising and will identify and delegate responsibilities as needed. Academic advising is a faculty service responsibility and, as such, is part of faculty annual evaluations.

Goals

The academic advising process at the University of Montevallo seeks to:

1. Establish open lines of communication regarding students' goals and academic progress;
2. Offer career guidance and support to students as they connect to their chosen degree program;
3. Guide students in the creation of a plan to work toward timely graduation; and
4. Reaffirm the value of general education and the liberal arts experience.

Student Responsibilities

To ensure a successful advising experience, students are responsible for:

1. Being aware of degree requirements as stated on the official degree plan;
2. Meeting with their advisor at least once a semester to discuss academic and/or professional plans;
3. Preparing a draft of the upcoming semester's class schedule prior to the advising meeting that takes into account degree requirements and professional goals;
4. Informing their advisor of any changes in their academic plan, such as withdrawing from a course or changing a major/minor;
5. Responding to contact from their advisor in a timely manner; and
6. Bringing questions about opportunities, such as internships, study abroad, etc., as they relate to the student's academic plan.

Advisor Responsibilities

Students are ultimately responsible for developing and achieving their goals, but an advisor assists by:

1. Meeting with each advisee every semester to plan for steady progress toward the completion of their degree;
2. Answering advisees' questions regarding requirements for the degree program;
3. Providing mentorship within the discipline;
4. Providing knowledge of institutional policies and requirements;
5. Providing information about limitations, alternatives, and consequences of academic program decisions; and
6. Connecting each advisee with appropriate professional support personnel (e.g. career planning, academic support services, and financial aid counseling).

While every effort is made to ensure accuracy of advising, neither the advisor nor the University is responsible for delays in the student's progress to graduation if the student does not successfully follow the official degree program or the advisor's recommendations.

Approved 11/82
Revised 02//20