

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM All Holders of Mississippi State University Academic
TO: Operating Policy and Procedure Manual

DATE: October 10, 2001

SUBJECT: AOP 12.38 – Undergraduate Academic Advisement

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to emphasize the importance of advising and provide guidelines for establishing quality advisement for all students.

REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

1. Every student in the University will have access to quality academic advising.
2. All undeclared undergraduate students will be advised by staff in the University Academic Advising Center.
3. All new freshmen who have an ACT score less than 21 and a core high school grade point average less than 2.5 will be advised by staff in the University Academic Advising Center until the student accumulates a minimum thirty (30) hours of course work.
4. Students should declare a major upon the accumulation of sixty (60) credit hours and are required to do so upon accumulation of seventy-five (75) credit hours. Exceptions to this requirement must be approved by the Director of the University Academic Advising Center.
5. All students with declared academic majors will be advised by faculty and/or professional staff in their respective units. Each unit will develop its own academic advising system.
6. Advisors will be assigned immediately after a student declares a specific academic major or prior to their first registration. All students will be informed of the faculty/staff advisor's name to whom they have been assigned.
7. Training of academic advisors is the responsibility of the unit, although workshops are scheduled throughout the year by the Center for Teaching and Learning.
8. Advising will be assessed by the respective unit, and an advisor's level of performance will be included as a factor in decisions related to annual salary increase, promotion, and tenure.

9. Academic advisors will be assigned a reasonable number of advisees relative to the individual's other work assignments.
10. All new students, both freshmen and transfers, will be invited to participate in summer orientation and advising sessions.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED BY:

<u>/s/ Peter L. Ryan</u>	<u>03/19/2012</u>
Associate Provost for Academic Affairs	Date

<u>/s/ Jerome A. Gilbert</u>	<u>03/29/2012</u>
Provost and Executive Vice President	Date

<u>/s/ Meghan Millea</u>	<u>04/04/2012</u>
Chair, Robert Holland Faculty Senate	Date

REVIEWED BY:

<u>/s/ Lesia Bryant</u>	<u>04/10/2012</u>
Director, Office of Internal Audit	Date

<u>/s/ Joan L. Lucas</u>	<u>04/12/2012</u>
General Counsel	Date

APPROVED:

<u>/s/ Mark Keenum</u>	<u>04/23/2012</u>
President	Date