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.

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Revised: March 2012
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

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<tr>
<th>Position</th>
<th>Section</th>
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<tr>
<td>Associate Provost for Academic Affairs</td>
<td>Review</td>
<td>2016</td>
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APPROVED BY:

/s/ Peter L. Ryan 03/19/2012
Associate Provost for Academic Affairs

/s/ Jerome A. Gilbert 03/29/2012
Provost and Executive Vice President

/s/ Meghan Millea 04/04/2012
Chair, Robert Holland Faculty Senate

REVIEWED BY:

/s/ Lesia Bryant 04/10/2012
Director, Office of Internal Audit

/s/ Joan L. Lucas 04/12/2012
General Counsel

APPROVED:

/s/ Mark Keenum 04/23/2012
President