RESPONSIBILITY

1. The Provost and Vice President for Academic Affairs has supervisory responsibility for academic advising at Texas State. Each undergraduate college is responsible for advising its own majors. Routine administrative responsibility for coordinating advising services at Texas State is delegated to the Dean of University.

ADVISING AT TEXAS STATE

2. Academic Advising Mission Statement:

As an integral part of teaching and learning at Texas State, advising is a student-centered, collaborative process that engages students in educational planning to promote academic, personal and professional development, while considering diverse interests, abilities and goals.

3. Texas State University embraces the National Academic Advising Association (NACADA) concept of advising as a “multidimensional and intentional process grounded in teaching and learning, with its own purpose, content and specified outcomes.” (NACADA 2004) Advisors and students meet individually or in small groups, assisted when and where appropriate by technology. Both have responsibilities and rights in a learning environment that fosters the retention and graduation of students. This interaction is best understood as a special opportunity for teaching, learning and mentoring where each individual student’s aspirations and skills are the focus of the conversations or communications. Serving as a guide and mentor to the students, the advisor helps students establish or refine academic and career goals, while learning the value and responsibilities of higher education. The advisors’ responsibilities include the transmission and translation of policies that affect students’ completion of their undergraduate degrees.

PROFESSIONAL ACADEMIC ADVISORS

4. Professional academic advisors are hired by the undergraduate colleges. Professional academic advisors, functioning as teachers and mentors, must hold at least a baccalaureate degree and preferably an advanced degree or coursework toward such a degree. Their primary responsibilities are:
* to advise and interact daily with undergraduate students
* to process the information derived from these interactions
* to provide communication and information for others with supporting advising responsibilities.

5. There are three professional academic advisor classifications, Supervisor, College Advising Center, Academic Advisor II and Academic Advisor I, with advising roles as follows:

   a. Supervisor, College Advising Center—has primary contact with the undergraduate students but also directs advising services for the college and manages the daily operation of the Academic Advising Center; is selected and hired by the college dean or representative. The Supervisor is the lead personnel manager. All persons paid for in whole or part by the Student Success Fee will report to the Supervisor, College Advising Center.

   b. Academic Advisor II—has primary contact with the undergraduate students; encompasses all the responsibilities of Academic Advisors I, but also performs specific project responsibilities assigned by the Supervisor, College Advising Center; is selected and hired in consultation with the college dean.

   c. Academic Advisor I—has primary contact with the undergraduate students, but may provide indirect supervision of administrative assistant and student workers in the college advising center; is selected and hired by Supervisor, College Advising Center.

   ADDITIONAL ROLES IN ADVISING

6. Faculty may serve as mentors to students seeking consultation about careers or graduate education. Some faculty, however, continue to serve as departmental or school advisors, functioning as teachers and mentors.

7. At the discretion of the Dean of each respective college, administrative staff may exercise some responsibilities normally performed by professional or faculty advisors.

   POLICY GOALS

8. Texas State establishes the following guidelines for the advising interactions described above:

   a. Academic advisors will see each new student who attends new student orientation.

   b. Academic advisors will encourage new students to meet with them during the students’ first semester following entrance into the University.

   c. Academic advisors will contact students on academic probation prior to registration.
d. Academic advisors will meet with student athletes prior to registration. In consultation with a representative of the Athletic Academic Center the academic advisors will review the student athlete's degree programs, guide their course selections, and verify their records (changes in majors, minors, teacher certification plans, etc.) so that certification officers can ascertain these students' academic progress, status and eligibility.

e. Academic advisors will encourage students to meet with them prior to each registration period to ensure that students are engaged in planning their course selections. Students will also be encouraged to run a degree audit prior to these meetings to use as basis for course progress and to determine that other standards such as grade requirements for courses, major and minors are maintained.

f. Professional academic advisors will develop and keep secure advising records for students, either in their advising centers, or in an official Texas State electronic database.

g. College deans have the final approval authority for the catalog, but this authority is normally delegated to department chairs/schools directors and through them to academic advisors. It is the responsibility of chairs/directors or academic advisors to ensure the catalog is accurately reflected in the degree audits.

h. Professional academic advisors will generate degree audits and maintain program audit updates for their colleges. Advisors will encourage students to run audits for “what if” major/minor scenarios as well as for major/minor of choice at major benchmarks such as after completing 45-60 semester hours and within the last 30 hours before projected graduation.

i. All professional academic advisors are expected to attend regular meetings at the college or institutional level where changes in policies and procedures will be explained and their implications discussed.

j. Professional academic advisors will provide students with access to an electronic assessment instrument to provide feedback on advising services.

k. Advising services will be assessed under the direction of the Dean, University College; the results of the assessment and recommendations for change will be shared with the college deans, the Provost and the university community.

l. Texas State and its representatives will take reasonable precautions to ensure the security, retention or appropriate destruction of all convenience copies or non-permanent student records under guidance from the person charged with oversight of records retention, in compliance with FERPA.

**STUDENT APPEALS**

9. The supervisors of the advising centers will investigate student allegations of inaccurate or misadvising, report their findings, and communicate their recommendation to the appropriate college dean or representative and to the student. Students will have the right to appeal such recommendations to their college dean, whose decision is final.
FUNDING OF ADVISING SERVICES

10. Texas State uses a Student Success Fee to fund professional academic advisors, to provide necessary training and professional development associated with undergraduate advising, and to purchase and maintain necessary equipment and supplies for professional academic advisors.

11. In consultation with the other undergraduate college deans, the Dean of University College is responsible for providing to the Provost recommendations for the allocation of the Student Success Fee, which will be apportioned to advising centers so as to provide equitable services to all students receiving advising services.

12. The Dean of University College will oversee allocations from the contingency and reserve Student Success Fee accounts and is expected to ensure that funds are available for pay raises, professional development, training, and non-catastrophic emergencies, such as theft or computer failure. Because professional advisors' salaries are student-fee based, the preceding expectations are always subject to modification in the event of enrollment declines or similar financial exigencies.

CERTIFICATION STATEMENT

13. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ____________________________
Reviewer: ______________________________
Approved: ______________________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: August 17, 2016
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