

**AA 40****Academic Advising**

Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Vice President, Academic
Approval Authority:	President's Executive Committee
Date of Original Policy:	1998-01-30
Approval Date:	2011-08-15
Mandatory Revision Date:	2011-08-15

**PURPOSE**

To define and implement an integrated and systematic Academic Advising service to support students in successfully completing their postsecondary studies at the College.

**SCOPE**

Faculty, designated as Academic Advisors.

**DEFINITIONS****Word/Term****Definition**

Academic Advisor	A professor or instructor who has been assigned the responsibility of providing academic guidance to students in his/her program at one or more specified levels
Academic Advising	A collaborative relationship between an Academic Advisor and a student that provides the student with a connection to services of the College. Academic Advising guides the student through a decision-making process to identify education, life and career goals and assists the student in creating a plan to realize those goals.
Academic Advising Coordinator	The Academic Advising Coordinator implements and guides approved academic advising initiatives at the College level, ensuring that space, resources, information and professional development are available to all Academic Advisors. The Academic Advising Coordinator reports to the Chair of the Academic Advising Steering Committee.
Academic Advising Steering Committee	The forum for vetting new ideas and perspectives on advising and guiding the direction and growth of academic advising across the College.
Academic Administrator	Program Chair, Course Chair, Academic Manager or Dean

**POLICY****1. General**

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- 1.1 Students who have access to effective and timely academic advice have increased ability to make informed decisions about their studies and have higher chances of remaining committed to academic success and career goals.
- 1.2 Academic Advising is an integrated and systematic service that provides students with the opportunity to plan, discuss, and review academic progress and to address challenges that may impede successful performance. Academic Advising proactively addresses students' needs, increases student satisfaction, improves retention and student success, and enhances the quality of academic life.
- 1.3 Academic Advising strengthens students' connection to the program and to the College as a whole.
- 1.4 Academic Advising is to be offered to all students on a fair and equitable basis by College staff who have the tools, training and release time to provide timely academic advice.
- 1.5 Academic Advising addresses the needs of the College's diverse student population and is responsive to students in all programs, in all delivery modes.

## **2. Academic Advising Model**

- 2.1 To support students, the Academic Advising Model is comprised of the following elements:
    - 2.1.1 Centralized Advising Services:  
coordination, resources, and consultation space in a central location are accessible to all students and faculty throughout the year.
    - 2.1.2. Decentralized Advising Services:  
faculty advising in each program uses one or more of a variety of approved delivery options, e.g., face-to-face, small group, course-aligned, email, telephone, online and social media.
    - 2.1.3 Tracking System:  
a College-supported online tracking and reporting system is provided to advisors to be used solely or in combination with program-specific tracking systems.
    - 2.1.4 Training and Professional Development:  
in-house and external professional development is provided to current and potential advisors. Professors accepting advising roles are to take advantage of academic advising professional development opportunities suitable to their backgrounds, schedules and needs.
    - 2.1.5 Student Access to Advising:  
to ensure students' advising needs are met without unreasonable delay, Academic Advisors work as a team within their own program(s) and may be supported by other College staff, such as Student Success Specialists.
    - 2.1.6 Academic Advising Steering Committee:
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representatives of the academic, student services and administrative sectors of the College meet once per term or on an as-needs basis. The Committee selects the Academic Advising Coordinator, receives information and reports, and approves benchmarks for assessment and evaluation.

### 2.1.7 Assessment and Evaluation:

regular assessment and evaluation of approved advising activity are conducted using standards such as those published by the Council for the Advancement of Standards in Higher Education.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Select the Academic Advising Coordinator	Academic Advising Steering Committee
2. Identify and implement needed resources.	Academic Advising Coordinator
3. Liaise with the College and Program staff and faculty.	Academic Advising Coordinator
4. Assign one or more Academic Advisors to each program in their department and indicate appointments on the professors' Standard Workload Forms (SWFs).	Academic Administrator
5. Include Academic Advising hours on the SWF as complementary hours and list them separately as "academic advising".	Academic Administrator
6. Provide sufficient advance notice of advising assignments so that Academic Advisors can take advantage of professional development opportunities in the academic term(s) before their assignments begin.	Academic Administrator
7. Set up and launch the academic advising program, ensuring that space, resources, and information are available to all participating programs.	Academic Advising Coordinator
8. Select and make available professional development opportunities for Academic Advisors; participate in advisor professional development	Academic Advising Coordinator
9. Select and participate in professional development opportunities suitable to individual background and learning needs.	Academic Advisor
10. Assign students to an Academic Advisor.	Program Coordinator
11. Inform students of the identity, contact information and availability of their Academic Advisors either before or during	Program Coordinator

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- program orientation (first week of classes).
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|-----|--|--------------------------------------|
| 12. | Inform students about the role of their Academic Advisor and their own role as advisee at or before first contact with the Academic Advisor. | Program Coordinator                  |
| 13. | Contact advisees within the first two weeks of term.   | Academic Advisor                     |
| 14. | Track and report academic advising activity.   | Academic Advisor                     |
| 15. | Provide guidance to Academic Advisors.   | Academic Advising Coordinator        |
| 16. | Assess and evaluate academic advising programs.  | Academic Advising Coordinator        |
| 17. | Receive and approve evaluation reports of advising programs.   | Academic Advising Steering Committee |
| 18. | Manage the website.  | Academic Advising Coordinator        |

### SUPPORTING DOCUMENTATION

Appendix 1: Code of Ethics for Academic Advisors

### RELATED POLICIES

SA 01 Rights, Freedoms, Responsibilities and Code of Conduct for the Algonquin College Community  
AA 23 Faculty Consultation with Students

### RELATED MATERIALS

None

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## AA 12: APPENDIX 1

### CODE OF ETHICS FOR ACADEMIC ADVISORS

Academic Advisors are expected to inform themselves of the legal and ethical responsibilities associated with the academic advisor role and follow policy SA01 Rights, Freedoms, Responsibilities and Code of Conduct for the Algonquin College Community.

- a. Academic Advisors adhere to the following universal principles, as recognized by the College, to guide ethical conduct:
  - respect for human dignity,
  - respect for free and informed consent,
  - respect for vulnerable persons,
  - respect for privacy and confidentiality,
  - respect for fairness and equity,
  - respect for trustworthiness and honesty.
  
- b. Academic Advisors ensure that they:
  - convey impartial respect to all students,
  - respect the students' rights to make their own decisions about their academic careers.
  
- c. Academic Advisors do not disclose information acquired from the student while functioning in an advising capacity, except in cases where disclosure is:
  - requested by the student,
  - required to support the academic success of the student,
  - required to avert a clear and imminent danger to the student or others,
  - required to protect the integrity of an academic program.
  
- d. Academic Advisors clearly communicate to students the particulars of the advisor-advisee relationship in order to identify known conflicts of interest.