

PURPOSE: TO OUTLINE THE POLICY ON ACADEMIC ADVISEMENT FOR FACULTY.

Academic advising is an essential part of the professional obligation of Brenau University faculty and all faculty members are expected to have advisement responsibilities.

Freshmen and transfer students in the Women's College are assigned to a faculty adviser according to the student's selected field of study. Students who are undecided/undeclared are provided a professor trained in advising such students and who collaborates with the directors of Career Services and Planning and the chairs of academic departments. When an undecided student selects a major, the appropriate advisers initiate the "change of major" process that is approved by the new department chair. This same process occurs when any student changes her academic major.

Evening and Weekend Studies students, who are generally upper division students, are immediately assigned to a faculty adviser within their major department upon matriculation.

While it is the duty of all students to accept responsibility for the completion of all degree requirements and their selected major programs of study, faculty members should consider the legal ramifications associated with the advisement role and be aware of the liability that may be incurred for improper or inaccurate advising. **It should also be noted that the number one problem identified by students in evaluating their college careers is poor academic advisement.** All faculty should therefore take their advisement responsibilities seriously and be thoroughly familiar with all academic requirements. Advisement is defined as an inclusive and intrusive interest in the students, their life, their careers, their course of study and scheduling. New and continuing faculty will periodically participate in advisement training sessions.