6.v. Academic Advising

Subject	Students	Effective From	Sep - 2011
Policy #	6.v.	Latest Revision	Jun - 2024
Title of The Policy	Academic Advising	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	2

Definitions	• **Academic Advising**: An ongoing process focused on providing academic and practical guidance to students in order to assist them in meeting their academic goals. • **Academic Advisor**: A faculty member from the college who works closely with the College Dean as well as the Department Head to assist students in making appropriate academic decisions while progressing toward the appropriate degree. • **QAIRC**: Quality Assurance and Institutional Research Center.
Purpose	Academic advising seeks to help the student develop a plan of action in the pursuit of academic achievement from their first day on campus until the day they receive their degree.
Scope	This policy applies to AAU students through Colleges, Heads of departments in coordination with the Academic Advisor.
Statement	This policy provides comprehensive guidance, counseling as well as follow-up on students' long-term academic outcomes. Additionally, it provides students with useful assistance and advice, and specialist guidance that promote their academic development and lead to academic progress. It also helps them develop their skills and encourages them to maximize their learning opportunities, and directs them towards completing degree requirements within a specified time period.
Procedures	**1. Induction and Orientation**: An induction or orientation session will be conducted by the college for all new students at the begining of each semester to inform them about the advising services, including the role of academic advisors, how to contact them, and the benefits of utilizing these services. **2. Assigning Faculty Advisors**: • Each college will assign 20-30 students to each faculty member to be their advisor. • The assignment of students to advisors will be systematic and based on the department or program requirements, ensuring that each student is assigned a consistent advisor throughout their study program, except in cases of faculty changes due to growth or replacement.

	• New faculty hires will be incorporated into the advising system through a structured process ensuring a smooth transition for students and faculty. **3. Continuous Training for Faculty Advisors**: • Faculty advisors will undergo continuous training to enhance their advising skills, focusing on professional advising practices and identifying the learning needs of struggling students. • Training sessions will utilize university resources and provide strategies for effective academic support. • Guidance and training will be provided to ensure advising practices are persistent and sustainable. **4. Career Guidance**: • A detailed process will be established to ensure career guidance is provided to students. • Career services will be integrated into the advising framework, and students will be regularly informed about available career resources and guidance sessions. **5. Access to Student Records**: • Advisors will have access to relevant student records to provide informed guidance. • Procedures will be implemented to ensure advisors can update and maintain student records securely and efficiently. **6. Support Services for Students with Low Grades**: • Faculty advisors will identify students with low grades and recommend appropriate support services. **7. Evaluation of Advising Process Effectiveness**: • The advising process will be evaluated regularly to ensure consistency and effectiveness. • An annual advising satisfaction survey will be conducted to gather comprehensive feedback from the students. • Survey results will be analyzed by the QAIRC, and the findings will be discussed with the concerned Head of Department and College Dean to implement improvements.
Recent Changes	June 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering).