

Document Control Register



DCO Procedure

Academic Advising Policy

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Policy Author	Teaching, Learning and Development Center (TLDC)
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DCO Form V1.1

Academic Advising Policy

Policy Statement

Academic Advising at Al Yamamah University (YU) is a powerful educational tool that impacts student persistence, success, timely graduation and career prospects. While the ultimate responsibility for making decisions about goals and educational plan rests with the student, the advisor facilitates the student's decision-making process and helps identify and assesses alternatives and consequences of decisions. The Deanship of Admission, Registration and Student Affairs (DARSA), all Colleges along with the Teaching, Learning and Development Center (TLDC) will be working closely with academic advisors to provide all support needed.

Requirements

1. Colleges to provide lists with advisors and advisees to DARSA each semester. Advisees can be allocated to any advisor regardless of their gender. No more than 35 advisees to be allocated to each advisor equally. In cases of overload, the Dean can allocate 10% more on the advisee number. In case of more overload required, 10% more can be approved by the VP. For any cases requiring more than 20%, the UC will need to approve the decision.
2. Colleges to appoint (a) Pre-College Advisor(s) that will only advise students that have not completed ORN 3R and ORN 3C. When students complete these 2 courses, they can be appointed a College Advisor.
3. All advisors to adhere to and perform their duties diligently as per the Advising Code of Conduct. Failure to perform such duties may result in administrative repercussions.
[Addendum to this policy]
4. Advisees must meet their advisor at least once a semester (online or face to face) for academic purposes, all meetings to be documented electronically and reviewed by the Dean on a semester basis on Edugate.
5. The TLDC in collaboration with the Colleges to run effective awareness campaigns for both advisors and advisees year-round.
6. Colleges and TLDC to provide material for the Advising Hub (a repository on LMS) and keep it up to date for advisor and advisee access.
7. TLDC to provide high quality interdisciplinary training for advisors on a regular basis.

Code of Conduct for Advisors at Al Yamamah University:

This code of conduct is adhered to by all faculty serving as advisors at Al Yamamah University.

I hereby agree to:

1. Provide academic support to all advisees assigned to me and respond to any requests (adds/drops or any other) promptly.
2. Meet with all my advisees at least once a semester (Fall - Spring).
3. Suggest courses that abide by the rules and regulations of the study plan for each advisee.
4. Provide career advice to advisees.
5. Check the academic progress of my advisees and call them to a meeting if I notice one or more of the following:
 - i. Dropping a semester
 - ii. Low grades
 - iii. Drop of GPA
 - iv. DNs
6. Guide my advisees to seek support from centers available at YU to help them (SLDC, Writing Center, Tutoring Center, and others).
7. Perform my advising duties as per the instructions of my College Dean.
8. Attend all advising trainings offered by the TLDC and any other entities.
9. Seek help and support from my College in case I am not available to fulfill my advising duties.
10. Keep advising records confidential and share my records in case of a change of an advisor or end of my contract.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This Policy was authorized by:



University President

Date: 8-4-2021