



The American University of Kurdistan Policy on Academic Advising

Policy Number: AS036
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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to provide students with the requisite counsel to make informed decisions about their academic goals and career path, and to ensure the timely successful completion of their program.
- c. **Scope:** This policy applies to AUK students, Admissions and Registration Department (ARD), Provost’s Office, Deans/Chairs of Departments, faculty, and academic advisors.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Provost
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Provost

III. POLICY STATEMENT

Academic advising occurs when faculty, or the colleges' administrative staff provide guidance or advice to a student concerning an academic issue. Academic advising is a collaborative and growth-oriented process in which the advisor assists the student in setting and achieving academic goals, locating pertinent resources and services, and making decisions that are in line with their interests, objectives, skills, and degree requirements. The advisor acts as a coordinator of learning opportunities, a communication facilitator, and a reviewer of academic achievement. The advisor can also act as a conduit for referrals to other university departments regarding social or personal issues as required. Utilizing advisory services is recommended for students and, in some circumstances, mandated.

IV. GOALS AND MISSION OF THE ACADEMIC ADVISOR

1. Provide accurate and timely advising to students.
2. Offer readily available advising to meet the needs of students by being available during regularly scheduled advising hours, and using multiple methods of current advising methodologies.
3. Assist students with the development of meaningful educational plans and learning goals by:
 - Helping students understand the value of the general education program.
 - Assisting students in choosing educational and career objectives compatible with their skills, interests, and abilities.
 - Assisting first-time freshmen and transfer students in selecting appropriate courses.
4. Assisting students with transitions (first-time and transfer students) from their previous academic environment with acculturation to the university setting.
5. Assisting and providing current and prospective students seeking information on major or minor degree programs.
6. Providing regular training for academic advisors on all relevant issues and information on available university and community resources.
7. Advise students to participate in tutorial sessions provided in the Learning Center that will support students' academic goals.

V. ROLES AND RESPONSIBILITIES OF STUDENTS, FACULTY & ADMINISTRATIVE STAFF

A. Responsibilities of Students

Students are mainly responsible for achieving academic success. They are to ask for academic advising with matters to do with their courses or any other issue which affects their university study at AUK. Students are expected to:

1. Comply with the AUK's published academic policies, regulations, and deadlines.
2. Meet regularly with an advisor in the student's major or, in the case of undeclared majors, advisors designated by the Department of General Education.
3. Students are strongly encouraged to take advantage of the resources available to them such as AUK Catalog, Student Handbook, and schedule of classes, when selecting or planning their program of study.

B. Responsibilities of College Deans

1. Supervise and monitor the development and implementation of advising policies and practices within their colleges.
2. Provide guidance and assistance to academic departments/programs to improve academic advising.
3. Secure the support and resources needed to insure a successful advising program for their colleges.
4. Recognize outstanding advisors.

C. Responsibilities of Department Chairs

1. Provide a comprehensive plan defining the department's academic advising procedures.
2. Identify an advisor for each student and schedule advising sessions.
3. Provide training for the faculty in academic advising to insure they have knowledge of the Department and the crucial role of academic advisor.
4. Perform an assessment on the efficacy of academic advising with a view to improve it at the department level.

D. Responsibilities of Advising Faculty

The advising faculty have responsibility for delivering advising services to students within their respective departments on matters related to the major degree programs of their departments through:

1. Providing students with accurate, consistent, and timely information in a supportive environment that embraces a diverse student body in order to allow them develop meaningful educational plans compatible with career and life goals.
2. Assist students in planning their academic programs within the major and in resolving problems related to their progress towards a degree within the major.

3. Help students understand the academic process within the respective college and department, and explain department programs, course options, entry requirements, expectations, and paths towards the bachelor degree.
4. Participate in advisor training sessions as needed in order to stay current on issues related to advising within the major.
5. Refer advisees to additional resources including the Library, tutorial sessions, and other initiatives that promote learning objectives as appropriate.
6. Assist the advisee in the graduation application and clearance process as it relates to their major.

E. Responsibilities of the ARD Office

1. Generate list of students who are under academic probation, and share with the Colleges in a timely manner. This should be shared along with advising files and students' data including transcripts and audit sheets together with the academic recovery plan.
2. Coordinate the implementation of priority and late registration with departmental advising activities and University orientations.
3. Include within the students' advising notification message the identification of the assigned advisor.

F. Failure to Meet Responsibilities:

It is the responsibility of students to ensure that they follow the study plans by registering for courses as advised. Students will be assessed whether they are following through on the advice given and other instructions relayed. If students have an extended time-to-degree as the result of not following the advisor's instructions in course selection and registration, then additional costs will be borne by the students.

Advisors need to keep notes of the discussions at advising sessions as documentation of conversations. As student advising is considered part of the annual faculty evaluation under service, faculty members who do not provide accurate and timely advising will be evaluated appropriately, and if additional training is needed, a developmental plan will be developed.

VI. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023