

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. E 31
	ORIGINATOR Student Success Committee	
	APPROVED BY President's Executive Committee	
TITLE ACADEMIC ADVISING	EFFECTIVE DATE 2005.08.29	REPLACES 1995.01.01

PREAMBLE

Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life.

Students who have ready access to effective and timely academic advice have an increased ability to make informed decisions and a higher likelihood of remaining committed to academic success.

POLICY

Each student will have access to an Academic Advisor and to the services that student advising offers.

PROCEDURES, ROLES AND RESPONSIBILITIES

1. Definition of an Academic Advisor

The Academic Advisor is a faculty member whose role is to assist students to define their goals and understand program expectations, while facilitating the students' achievement throughout their experience at the College.

2. Roles and Functions

All stakeholders, academic advisors, academic advisor leaders, Deans and Chairs, participate in the function of academic advising.

3. Students

In order to obtain maximum benefit from the advising process it is expected that students will actively engage and participate in the advising process and be prepared to access appropriate College services.

4. Academic Advisors

The Academic Advisor's goal is to inspire confidence in students' abilities, enhance a sense of belonging and foster growth and development.

The role of the Academic Advisor is to:

- Meet with the student as early in the semester as possible,
- Assist the student to make sound academic decisions,
- Assist the student to identify career goals,
- Refer the student to appropriate college services,
- Keep accurate and appropriately secured records of the advising sessions as required,
- Collaborate with other college services to support student success,
- Direct the student to the appropriate forum that will address their specific academic needs.

5. Academic Advisor Leaders

The role of the Academic Advisor Leader is to

- Promote the academic advising process to the students and staff of their school,
- Attend Academic Advisor Leader Committee meetings and training programs,
- Oversee implementation of the College academic advising model and toolkit,
- Develop and deliver school and college-wide advisor workshops as required,
- Provide leadership to the academic advisors within their school by assisting with professional development opportunities and mentoring new advisors.

6. Dean/Chair

The role of the Dean/Chair is to ensure that adequate institutional support is in place for academic advising and to provide the opportunity for every student to engage in academic advising.

CODE OF ETHICS

Academic Advisors will

1. 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; and
 - Respect for trustworthiness and honesty.
2. Ensure that they
 - Convey impartial respect to all students,
 - Respect the students' rights to make their own decisions about their academic careers.
3. Not disclose information acquired from the student while functioning in an advising capacity, except in those 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.
4. Clearly communicate to students the particulars of the advisor/student relationship in order to identify known conflicts of interest.

RELATED DIRECTIVES

Rights, Freedoms, Responsibilities and Code of Conduct for the Algonquin College Community – A21

(original signed by)
Vice President, Academic