

Academic Advising Policy

Providing academic advisement at Rowan University is a partnership between advisor and advisee to provide information and support that will assist students in creating and accomplishing their educational and career goals.

The University will make academic advising available to each matriculated student. Students have the responsibility and right to meet with the advisor for information relevant to their academic and career goals. Academic and career information is also provided to students by sources such as websites (e.g., University, College, Department, Career and Academic Planning Center, and Registrar's Office websites), published materials, and email announcements, as well as through individual and group meetings with advisors.

Advising that Contributes to the Teaching and Learning Mission

- Is a student-centered process
- Facilitates problem-solving, decision-making and evaluation skills
- Encourages both short-term and long-term goal-setting
- Stresses the shared responsibility between students and their advisors

Implementation:

- Academic advising will be available to all students upon matriculation at Rowan University. Students who have declared a major should contact their departments to obtain advising. Students who have not declared a major should contact the Career and Academic Planning Center for advising.
- Students are encouraged to meet with the advisor each semester prior to registration.
- Advisors will provide available times for individual or group meetings to advise students.

Responsibilities of advisors

(The following responsibilities are illustrative as opposed to exhaustive):

Make reasonable efforts to be:

- accessible to and an advocate of the students
- knowledgeable of university policies and procedures
- helpful to students in defining and developing realistic goals
- participatory, and inform students, when applicable, of special research and learning opportunities, honors programs and accelerated degree options, remediation or special assistance, and opportunities in a community of learners
- helpful in assisting students with their planning programs consistent with their abilities and interests
- a source of information to students about matters such as course sequencing, grade point average, and special requirements for graduation for their majors
- a resource concerning the linkage between academic preparation and the worlds of work and graduate studies

Responsibilities of advisees

(The following responsibilities are illustrative as opposed to exhaustive):

Make reasonable efforts to be:

- responsible and understand requirements for educational progress
- clear about personal values and goals
- knowledgeable about college programs, policies, and procedures
- an active learner by participating fully in the advising experience
- proactive in seeking out their advisor, prepared, and accurate
- actively engaged in monitoring their academic progress and following through on the advisor's recommendations