

REPORT OF AD HOC COMMITTEE ON ACADEMIC ADVISEMENT

The Ad Hoc Committee met four times to consider the Senate's charge (March, 1985) to review current policies and to recommend standards for academic advisement.

All department chairs were asked to respond to a questionnaire on procedures for advisement and to suggest methods to facilitate advisement.

After reviewing the questionnaire responses and material from other interested parties the committee makes the following recommendations for all departments:

1. Students should meet an advisor appropriate to his/her major at least once a semester, prior to registration.
2. Each department chair (or his or her designee) should coordinate academic advising procedures for his or her department.
3. Each department should keep a folder on each major. This folder should include the following:
 - a. program sheet
 - b. most recent dumpsheet
 - c. most recent transcript
 - d. record of academic advisement(see atached)
4. The advisor should be responsible for reviewing prerequisites, core requirements, and program requirements with the student and for updating and signing the record of academic advisement each time the student is seen.

AD HOC COMMITTE ON ACADEMIC ADVISEMENT

Harriette Tax, Chair
Monica Frizzell
Barbara Hirsh
Jim Scrimgeour

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RECORD OF ACADEMIC ADVISEMENT

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ADVISOR

PHONE

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DATE SEEN

COMMENTS, RECOMMENDATIONS