

CASP007- ACADEMIC ADVISING POLICY

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| STATUS | <input type="checkbox"/> New Policy <input type="checkbox"/> Continuation of Existing Policy <input type="checkbox"/> Revised Policy |
| SCOPE | <input type="checkbox"/> All CAS <input type="checkbox"/> Some CAS (.....) <input type="checkbox"/> One CAS (.....) |
| TARGET AUDIENCE | <input type="checkbox"/> Staff: <input type="checkbox"/> All <input type="checkbox"/> Academic staff <input type="checkbox"/> Non-academic staff <input type="checkbox"/> Students: <input type="checkbox"/> All levels <input type="checkbox"/> UG <input type="checkbox"/> PG <input type="checkbox"/> All specialisations <input type="checkbox"/> Some (.....) |

1 Rationale and Purpose

Academic advising is an integral part of the undergraduate education at the Colleges of Applied Sciences. Its primary purpose is to assist students in the development of meaningful educational plans. It also includes helping students formulate important questions about their own competence and interests and find the education pathways most suitable for them.

The desirable outcomes of this policy can be intellectual growth, effective communication, realistic self-appraisal, career choices, leadership development, healthy behaviours, meaningful interpersonal relations, independence, collaboration, appreciation of diversity, and achievement of personal and educational goals.

2 Definitions

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| Academic advising | Academic advising is a developmental process which assists students in the clarification of their goals in educational plans |
| Academic department | Department offering bachelor degree |
| Advisor | An academic staff member assigned a group of advisees |
| Advisee | An undergraduate student who is studying a major course in the college from semester 1 till the end of semester 8 |
| CGPA | Cumulative GPA based on all courses taken and all credits attempted to date |
| Group advising | An advising session conducted between an advisor and advisees |

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| Individual advising | An advising session conducted between an advisor and one advisee |
| Orientation week | A session conducted on the 1 st week of an academic year for the new students registered on a major course |
| Placement Test | An exam for new students to determine their level of knowledge in English, math and IT |
| Semester GPA | Grade Point Average based on all courses taken in one semester |
| Student Academic Committee | Group of distinguished students who will mentor students and assist college academic advising committee in the academic advising process. |
| Student under probation | A student who achieves a cumulative grade point average of less than 2.00 |
| Study plan | A Guide that each student can follow in order to complete all the courses and graduate on time |

3 Policy principles and content

- 3.1 Academic advising is a major service offered to students at CAS to enhance their academic achievement.
- 3.2 As students come from different backgrounds and academic styles, special orientation in the form of continuous advising is needed for them to cope with the challenges of college life guaranteeing them a smooth academic life.
- 3.3 This process is implemented only in the specialization departments.
- 3.4 Each student shall be assigned an academic advisor by the Admission and Registration Centre after the Foundation Program, and assuming a shared responsibility, the process is expected to:
 - (a) Help the advisee to discover his/her potential and capabilities.
 - (b) Improve the advisee's awareness during the course registration process.
 - (c) Assist the advisee in exploring alternative paths to complete the study in case of disruption.

- (d) Give high priority and continuous follow up for advisees under probation
- (e) Promote student growth and development.
- (f) Discuss and clarify educational, career, and life goals.
- (g) Provide accurate and reliable information to advisees when needed.
- (h) Evaluate and monitor the student's academic progress and the impact on his/her achievement of goals.
- (i) Clarify institutional rules and regulations when required.
- (j) Draw students' attention to educational, institutional, and community resources and services.
- (k) Collect and distribute relevant data about student needs, preferences, and performance to be used in institutional decisions and policies.

4 Legislative Compliance

- Executive Bylaw of Royal Decree No. 62/2007
- Ministerial Order 39/2012

5 Supporting Materials

- Proceedings of regional Symposium "Academic Advising in the development of Arab Universities" Arab Open University- Oman branch 22-23 April 2014.
- The State university of New York Principles on academic advising.
- Sultan Qaboos University Academic Advising Guidelines.
- Multimedia University Malaysia. Academic advising guidelines.
- United Arab Emirates University. Academic advising guidelines
- University of Sharjah. Academic advising guidelines

6 Appendices

- Meeting Agenda form
- Advisees under probation follow up form
- Appointment letter form

7. Approval Agency: Board of Trustees

8. Approval Dates

This policy was originally approved on: []

This version was approved on: []

This version takes effect from: []

This policy will be reviewed by: []

9. Policy Sponsor: Director General of CAS

10. Contact: Directorate General of CAS