

## CASPP007- Academic Advising Policy Procedures

### 1. Purpose

The aim of these procedures is to organize the academic advising process in a manner that ensures quality achievement, desired goals and the activation of the the concept of academic advising as a partnership between the student and the academic advisor.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**CAS:** Colleges of Applied Sciences

**Academic Advising:** A task assigned to faculty members that includes giving continuous advice to students regarding the improvement of their academic status by discussing their study plans and selecting courses appropriately.

**Academic Advising Main Committee:** A committee for academic advising at College level.

**Departmental Academic Advising Committee:** A committee for academic advising at departmental level.

**Academic Advisor:** A faculty member who is assigned the task of offering academic advising to a group of students.

**Academic Advising Coordinator:** An experienced academic advisor who coordinates and follows up the process of academic advising in the department.

**Social Counsellor:** A Student Services Centre employee who is responsible for offering consultation to students with social difficulties.

**Academic Advising Load:** The maximum number of students allocated to each academic advisor.

### 3. Procedures

To activate the academic advising process in the Colleges, the procedures are designated in accordance to the roles and responsibilities of the concerned faculty members and students as follows:

#### First: The Role of the Dean:

- Supervises all academic advising activities at the College.
- Forms the Academic Advising Main Committee, chaired by the Assistant Dean for Academic Affairs and Scientific Research, and includes the membership of the Heads of Academic Departments, the Head of Student Services Centre, the Head of Admission and Registration Centre, the Head of Quality Assurance Department and academic advising coordinators. The committee meets at least twice per semester, and is concerned with:
  - Raising awareness of the importance of academic advising and the roles of all aspects of the academic advising process through conducting two workshops every semester. One workshop will be for students and another for faculty members in order to disseminate knowledge about the policy and procedures of academic advising and the most important rules and regulations in relation to this.
  - Designating an annual plan for academic advising.
  - Approving academic advising activities in academic departments.
  - Following up the status of students on academic probation, and preparing a statistical follow up plan for the academic status of students.
  - Coordinating with the academic departments to develop electronic systems in order to support the process of academic advising and the follow- up of students.
  - Reporting periodically to the Dean of the College to evaluate the status of academic advising at the end of each academic semester.
  - Reviewing annually the academic advising approach and issuing necessary recommendations to the College Council.

#### Second: Roles and Responsibilities of the Head of Academic Department:

- Adoption of academic advising as a permanent item on the annual operational plan for the department, and on the agenda of the academic departmental meetings.
- Appointment of an academic advising coordinator in the academic department to preside over the academic advising committee on departmental level.



- Formation of the academic advising committee in the department and following up its plan.
- Sending the lists of students' academic advisors to the Admission and Registration Centre annually.
- Supervision of the implementation and enhancement of the academic advising process in the department.
- Submission of the end of semester report to the Academic Advising Main Committee about the status of advising in the department, the status of students under academic probation and the crucial challenges and suggestions.

### **Third: Roles and Responsibilities of Academic Advising Coordinator:**

- Coordinates the academic advising process in the academic department.
- Arranges workshops for the new faculty members in the department to introduce them to the College approach regarding academic advising.
- Appoints academic advisors for new students in coordination with the Head of the Academic Department while considering the academic advising load, which should not exceed 25 students per academic advisor.
- Sends the updated list of academic advising to academic advisors before the registration period in addition to announcing the updated lists of academic advising to students.
- Develops a plan to follow up and improve the academic performance level of students under academic probation.
- Raises awareness of all aspects of academic advising for students and faculty members alike.
- Prepares an academic advising report in the department as part of the end of semester report and sends it to the Head of Department.

### **Fourth: Roles and Responsibilities of the Academic Advisor:**

- Develops familiarity and acquaintance with the academic regulations and the plans of graduation requirements for all majors in the academic department.
- Gives advice and guidance to students to improve their learning abilities and to overcome any academic difficulties that may obstruct their academic progress.
- Guides students to choose the courses for each semester.
- Guides students to choose one of the available majors in the academic program.
- Abides by academic advising contact hours to give academic advice and consultation.
- Follows up the academic progress of students through the follow-up form.
- Follows the individual and group advising mechanisms.

- Provides the student with an electronic version of the study plan and a copy of the academic regulations.
- Meets with students to explain the study plan and the most important articles of the academic regulations.
- Develops case studies of students under academic probation to analyze the reasons behind being under probation and prepares remedial plans using the Case Study Form.
- Prepares a plan for continuous follow up of students under academic probation.
- Examines the status of students under academic probation and suggests the required courses for registration through the 'Student under Probation' registration form.
- Guides students under academic probation for the second and last time to register through the academic advisor.
- Guides the student to find alternatives to obtaining an academic degree in case of academic failure according to the study plan and academic regulations, such as the possibility of converting to the diploma program or changing the academic major program.
- Meets with students at least twice during the academic semester to follow up their academic progress.
- Keeps an academic advising file (hardcopy or softcopy) for each student.
- Maintains the confidentiality of academic and personal data of students.
- Requests the reappointment of another academic advisor to any of the academic advisor's tutees if necessary.
- Reports the progress of the academic advising process to the academic advising coordinator at the end of each academic semester.
- Refers the student to the student social counsellor in case the student faces non-academic challenges by using the Case Study Form.

#### **Fifth: Responsibilities of the Student in the Academic Advising Process:**

- Acquaintance with the academic regulations of CAS and the graduation requirements.
- Acquaintance with the academic calendar of CAS and the important dates such as the registration period, add and drop period and the deadline to withdraw from a course.
- Communication with the academic advisor at the beginning of each semester to verify correct registration of courses.
- Continuous communication and scheduling meetings with the academic advisor in case assistance is needed for making decisions related to academic study.



- Implementation of the agreed recommendations and procedures in each meeting with the academic advisor.
- Evaluation of the academic advising system if requested in order to improve and develop the process of academic advising.
- Making sure that his/her registration process each semester is compatible with the academic regulations of CAS and with the study plan, which he/she follows.
- The student is fully responsible for all graduation requirements in the study plan.

#### 4. Supporting Materials

4.1- Executive Bylaw regulating the Colleges of Applied Sciences.

4.2-The Academic Regulations for the Colleges of Applied Sciences.

#### 5. Approval Agency

The Board of Trustees.

#### 6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

#### 7. Procedures Sponsor

The Director General of the Colleges of Applied Sciences.

#### 8. Contact person

Academic Programs Department in the Directorate General of CAS.

The Student Services Centre in the Directorate General of CAS.

