



Mazoon College

Academic Advising Policy

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Abbreviations

ADAA	Assistant Dean for Academic Affairs
HoD	Head of Department

Definitions

Term	Definition
Academic Advising Centre	It is a centre which assists the students throughout the duration of his study to ensure that they reach their goals
Advisor	An advisor is a faculty who is an expert in his field and understand the challenges and academic needs of the students and provides guidance for the same
Advisee	An advisee is a student or group of students assigned to the faculty to provide guidance and support for the selection of courses.(Theasursus.com*)

1. Introduction

Academic advising is a critical component of the teaching and learning effectiveness and student success. Due to the importance of academic advising in building the college culture, this process is considered as a shared responsibility among all parties involved in the college in general and between academic advisors and students in particular. Advisors supporting the students to achieve their study requirements in their specialization and, preparing them for a career life in a local and international environment.

2. Purpose of policy

The purpose of this policy is to build a caring attitude of College and departments toward the students to maintain the standards of students' retention, and progression.

3. Rational of Policy

Academic advising is a system of establishing an excellent learning environment that enables students to identify their goals and needs, and to utilize their capability to achieve their goals. The path to success in discipline and future career requires guidance and assistance to the students by removing personal, professional and academic obstacles that affect their coping with the program and college requirements.

4. Scope of policy

This Academic Advising Policy covers both graduate and undergraduate students in all academic departments and General Foundation Department in the College.

5. Policy statement

This Policy is applied once a student enrolls at the College and continues through to graduation.

All students must meet with academic advisors prior to the start of each semester to learn College policies and departmental requirements, discuss their individual educational plans and personal goals, and select courses. Academic advising is an educational partnership; both advisees and their academic advisor collaborate to achieve academic, personal, and professional success. This relationship is one in which both parties have clearly defined responsibilities that extend throughout the educational experience at Mazoon College.

6. Procedures

6.1 Assigning the advising responsibility

- a) Students are assigned to advisors based on their majors with exceptional in the department that have few numbers of the students in some specialization that require merging other students from different specialization.
- b) Advisors guide students at all levels of their study toward achieving their study plan by solving their educational problems.
- c) Students are required to meet with their academic advisor before registering in any course the following semester.
- d) All students are required to participate in academic advising meetings with their individual advisor at least once each semester.
- e) Students are actively encouraged to seek advice related to any issue impacting upon their studies.
- f) Full time faculty members are assigned advisees.
- g) During the course of the advisory session, both advisors and advisees must assume equal responsibilities, which include:
 - 1. Evaluating the student's capabilities to undertake a preferred major;
 - 2. Reviewing the College's general and major requirements, pre-requisite and electives for the selected degree ;
 - 3. Establishing an objective and realistic study plan;
 - 4. Selecting and registering in courses that are consistent with educational goals and which meet the requirements of the degree;
 - 5. Address students experiencing academic difficulties and referring them to the appropriate resources provided by the College;
 - 6. Discussing graduation and career options.

7. Implementation guidelines

7.1 Role and responsibilities

7.1.1. Academic Advising Centre

- A. Promote a supportive educational environment characterized by commitment to high standards and student success through the following strategies:
1. Develop teaching and learning practice based on the latest developments in these fields;
 2. Help students to become more independent learners and competent decision makers;
 3. Strengthen an ongoing relationship between advisors and students;
 4. Communicate effectively in a respectful and caring manner;
 5. Provide accurate and up-to-date information on College policies, procedures and guidelines;
 6. Modify or adjust advising based on regular evaluations.
- B. Develop a sustainable system for collaboration among different College departments to enhance the student experience through the following strategies:
1. Create a more student-friendly referral system;
 2. Be more systematic in sharing resources, best practice and consistent policies;
 3. Develop new channels of communication with the Student Affairs Office;
- C. Provide professional development for academic advising through the following strategies:
1. Develop a training system for academic advisors;
 2. Develop a system for sharing resources for professional development
 3. Create a mechanism for the professional development of advisors.
- D. Support educational experiences that advance student development through the following strategies:
1. Promote awareness of curricular/extracurricular opportunities;
 2. Collaborate with the community at large to meet common needs;
 3. Facilitate relationships between academic and personal goals and extra- curricular experiences.
 4. Academic Counselling session for the 'students at risk'.
 5. Implement a College-wide assessment plan for academic advising.
 6. Manage all academic advisors.

7. Maintain accurate and current academic advising files.

8. Tracking students identified as “at risk”.

7.1.2: Role and responsibilities of the Academic Advisor

a). The advisor should schedule required meetings with students twice each semester.

b) The advisor should regularly meet the students who have difficulty in achieving the minimum requirements of CGPA and maintain the progress record.

c). The advisor should explain to the advisees in details the requirements of progression in the discipline and program.

d). The advisor is responsible for registration, and adding & dropping" of courses of their student during the registration period.

e). Each advisor should maintain a record of advising sessions and action to support the students.

f). The advisor must support the students in many ways such as advising for alternative courses of study, identify student's interest within the department/discipline/program, and suggest the suitable solution for students' academic problems.

g). The advisor should prepare reports of the academic advising process referring to critical cases in the end of each semester after the second meeting. This report includes details about these critical cases and the remedial actions. The reports to be submitted to HoDs two weeks before the final exam by Academic Centre.(Appendix-1& Appendix-2)

h) Be knowledgeable about all educational requirements and about all College policies and regulations;

i) Maintain regular communication with the Dean, Heads of Departments and supporting units, and attending all academic advising meetings;

j) Assist students in the selection of appropriate and relevant courses and other educational activities;

k) Maintain accurate student records;

l) Monitor students experiencing difficulties with their studies and refer them to appropriate support services;

m) Maintain student confidentiality;

n) Assist students with the use of College resources;

- o) Assist students develop their decision-making skills; create and maintain an academic advising file that includes, but is not limited to, student information, scripts, study plan, activity log sheet, and copies signed by the advisor.
- p) Support students in the development of their full potential.

7.1.3 Role and responsibilities of students:

- a) Actively participate in all academic advising sessions and accept final responsibility for making academic choices;
- b) Be knowledgeable about the Catalogue and Student Handbook;
- c) Be aware of College policies and procedures;
- d) Adhere to academic and administrative deadlines;
- e) Understand their academic program's specific requirements;

- f) Clearly articulate their personal values, abilities and goals;
- g) Seek clarification and ask questions of academic advisors and other staff about issues and concerns;
- h) Seek academic advice each semester;
- i) Prepare for, and arrive on time for academic advising sessions;
- j) Follow through with academic advisor recommendations and
- k) Make use of all resources provided by the College, especially those referred by an advisor

8. Monitoring and review

Academic Advising Centre will be responsible for the review and the follow up of the students with probation and at risk. The Head of Academic Advisor will prepare a report and submit it to the ADDA for further actions to take place.



Mazoon College

Appendix 1: Low GPA Student Evaluation and Assistance Report

Student Name		Class ID	
Course		CGPA	
Semester		Last Semester GPA	
Advisor		Major	

SECTION 1: SITUATION ANALYSIS

The problems observed

- Reading problems
- Problem in writing capability and skills
- Problem in Understanding Language
- Difficulty of particular courses
- Attendance issues
- Lack of interest and participation
- Registration in more courses that created extra burden
- Deficiency of prerequisite knowledge and skills
- Other Issues

Statement by the student to describe his/her issues

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SECTION 2: PERFORMANCE MONITORING

Observation on current performance

- *Quiz/Assignment*.....
- *Midterm*.....
- ...
- *Other Assessments*
.....
- *Participation*
.....
- *Attendance*

Overall Coursework performance and behavior of student

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Recommended actions

Action	Date of implementation	Remarks <i>(What benefits are expected?)</i>
<input type="checkbox"/> Reading Assignment		
<input type="checkbox"/> Extra Homework		
<input type="checkbox"/> Extra Assignment		
<input type="checkbox"/> Tutorial		
<input type="checkbox"/> Mentoring in Office Hours		
<input type="checkbox"/> Extra Classes		

Remarks (Impact of remedial activities)

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Final grade secured

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Signature of the Instructor.....

Appendix 2



MAZOOON COLLEGE

Department of _____

Probation Students - Follow-up Report

Student ID	:		Student Name	:	
Current CPGA	:		Last Semester CPGA	:	Fall 2018
Current Semester	:	Spring 2019	Advisor Name	:	

Course Code	Course Name	Course Teacher Name	Quiz I Mark (15)	Midterm Mark (20)
			Actions	Signature
Course Teacher Suggestion & Action	After Quiz – I Report			
	After MID Term Report			
Student Justification	After Quiz – I Report			
	After MID Term Report			

Advisor Recommendation	After Quiz – I Report		
	After MID Term Report		

Supervisor Signature

HOD Signature