



## University Policy Statement

### UPS 300.002

## ACADEMIC ADVISING POLICY

Advising is a process by which the University helps each enrolled student realize their potential. It includes the programs and services found in a variety of offices and centers, such as academic department offices, student academic services, the Academic Advising Center, the Career Center, and the Office of Graduate Studies. This policy refers specifically to academic advising services, including the following:

- ✓ Providing assistance in selecting a major, degree program, or college of interest and the career options associated with each.
- ✓ Providing recommendations for course sequence and choice of electives for the major or degree program.
- ✓ Providing information about the General Education Program, University Policies, and graduation requirements.
- ✓ Encouraging the development of a liberal education and providing resources for students to become intentional learners.
- ✓ Utilizing the official advising document for undergraduate students, the Titan Degree Audit (TDA), to provide assistance with course registration, academic planning, and degree progress tracking.
- ✓ Equipping students with the knowledge, skills, and attitudes to make informed decisions and achieve their academic, professional, and/or personal goals.

### I. UNIVERSITY RESPONSIBILITIES

- A. The University shall provide resources and establish and maintain collaborative relationships among all entities involved in academic advising.
- B. From resource allocation to service delivery, advising is a campus-wide responsibility. The faculty, administration, and staff of the University share in the responsibility to provide accurate and effective advising to students.
- C. The University shall maintain a University Academic Advising Center under the direction of the Director, Academic Advising Center, which will provide, for both faculty advisors and undergraduate students, advice on University-wide requirements and procedures as well as referral to appropriate services.
- D. The Office of Graduate Studies, under the Director, Office of Graduate Studies will provide, for both faculty advisors and graduate students, advice on University-wide requirements and procedures as well as referral to appropriate services.
- E. The Director, Academic Advising Center, in cooperation with the Office of Admissions and Records, shall provide periodic updated information on academic policies and procedures pertaining to undergraduates including, but not limited to, rules and policies related to the General Education Program, graduation requirements, petition processes, and grading policies.

- F. The Director, Office of Graduate Studies, in cooperation with the Office of Admissions and Records, shall provide periodic updated information on academic policies and procedures pertaining to graduate students including, but not limited to, rules and policies related to graduate education, graduation requirements including the culminating experience, petition processes, and grading policies.
- G. The University shall provide undergraduate students with an evaluation of academic work accomplished prior to attendance at California State University, Fullerton before the end of the student's first semester of attendance and an evaluation of degree requirements prior to the student's registration for the final semester through the completion of the Grad Check.
- H. The University shall provide undergraduate students with notification of Academic Notice (formerly reported as "Probation" through Spring 2021) and Disqualification status no later than one week following the deadline for posting grades. The notification will include instructions for completing an online tutorial and participation in mandatory academic advising.
- I. The University shall provide graduate students with timely notification of Academic Notice and disqualification status.
- J. The University shall ensure students have accurate academic records by automatically removing duplicate units for repeated coursework upon successful completion of each repeated course.

## **II. COLLEGE AND DEPARTMENT RESPONSIBILITIES**

- A. The responsibility for ensuring the availability of academic advising rests with each college dean.
- B. For undergraduate students, each college dean, in consultation with the college faculty and the Director, Academic Advising Center, shall select an advising configuration in accordance with this document and consistent with student needs and program characteristics of the college. A comprehensive configuration would consist of the following:
  1. **POLICY.** An advising policy stating the program's philosophy to ensure consistency within advising practices.
  2. **STRUCTURE.** An organizational framework for the delivery of advising.
  3. **SUPPORT.** Utilizing the Titan Advisors Network and all other relevant resources to ensure students and advisors have access to advising information that is transparent, accurate, and consistent.
  4. **PROFESSIONAL DEVELOPMENT.** On-going professional development and training opportunities for advisors through the Titan Advisors Network.
  5. **DELIVERY.** Method used to communicate advising information appropriate to students' needs.
  6. **FIRST YEAR STUDENTS.** The manner in which the college will specifically provide advising opportunities for First Time Freshmen and Transfer students.
  7. **ASSESSMENT.** A system designed to measure the effectiveness of advising based on the established Student Advising Learning Objectives.

8. RECOGNITION AND REWARD STRUCTURE in which exceptional advisors will be recognized and rewarded.
- C. For graduate students, each program or department shall appoint a faculty member to serve as the graduate program advisor who coordinates advising for graduate students in the department and who submits study plans to the Office of Graduate Studies.
- D. Each college dean shall be responsible for providing the resources and faculty incentives necessary for the maintenance of an effective and efficient advising network.
- E. Student advising (examples include meeting individually with students to provide information about course requirements and student progress, career guidance, and working with students on independent projects of student and faculty interest) is part of the regular workload of every full-time faculty member. Deans and/or department chairs may, however, recognize differential advising responsibilities by appropriate assignment of duties.
- F. Departments shall provide information about their major(s)/degree programs to undergraduate students through utilization of the Titan Degree Audit. Departments shall provide information about their degree programs to graduate students in an explicit way, such as a brochure, website, a student handbook, and/or a checklist of major/degree requirements which may include a course sequence.
- G. Each college shall set in place a system or process for advising of students on Academic Notice, which should occur prior to the commencement of the semester following their Academic Notice status.
- H. For undergraduate students, each college shall coordinate efforts with the Academic Advising Center for advising students on Academic Notice. There shall be an Academic Notice Advising Team with representatives appointed by the dean from each college. The Academic Notice Advising Team shall be responsible for establishing consistent guidelines for Academic Notice advising, ensuring students participate in advising opportunities, and students complete the mandatory online Academic Notice tutorial.
- I. For graduate students, each college shall coordinate efforts with the Office of Graduate Studies for advising students on Academic Notice.
- J. Undergraduate students who are disqualified from California State University, Fullerton, shall complete the online tutorial and participate in mandatory academic advising through Open University.

### III. STUDENT RESPONSIBILITIES

- A. Students have responsibility to:
  1. Understand departmental and university graduation requirements outlined on the Titan Degree Audit and apply the information to design an intentional education.
  2. Participate in opportunities for academic advising provided by the various University offices and programs.
  3. Submit transfer credit transcripts to Admissions by the published deadline.
  4. File a request for a Grad Check with the Office of Records upon completion of 85 units and one year (**two semesters**) prior to the date on which they anticipate completing all requirements for a degree and pay the associated fee.

- B. In order to ensure that all undergraduate students receive the opportunity of appropriate advising, every undergraduate student enrolled at California State University, Fullerton should declare a major as soon as possible after admission to the University. In any event a major shall be declared prior to the completion of 60 semester units of coursework. The Academic Advising Center is the home department for undeclared students and provides individual appointments for exploring and declaring majors using strengths-based, appreciative advising techniques while connecting students to resources and faculty across campus.
- C. All students should confer with an advisor on a regular basis. Specifically,
  - 1. All first time freshmen shall receive academic advising by attending New Student Orientation prior to registration for their first semester. Exceptions may be granted with sufficient documentation of hardship. Alternative advising shall be required. Colleges or departments may require additional mandatory advising for first time freshmen.
  - 2. All incoming transfer students must complete a student orientation session prior to registration for their first semester. This requirement shall be satisfied by attending Transfer Student Orientation or by completing the Online Transfer Overview. Colleges or departments may require additional mandatory advising for incoming transfer students.
  - 3. Continuing undergraduate students should have, at a minimum, an annual conference with an advisor.
  - 4. It is the responsibility of the graduate student to arrange appointments for advising and other information in the office of the academic unit offering the degree program. As a minimum, the student should obtain advising (1) prior to or during the first semester of attendance; (2) before 13 units are completed when requesting classified standing by filing a Study Plan; and (3) when applying for a Graduation Check prior to the final semester.
- D. All students on Academic Notice and disqualified students must confer with an advisor prior to registration. First year students will participate in the Academic Success Institute for First Time Freshmen on Academic Notice supported by the Academic Advising Center.

Source: Student Academic Life Committee

**EFFECTIVE DATE: February 11, 2022**  
Supersedes: UPS 300.002 dated 8-18-14  
and ASD 14-112