



**The Mico University College**  
DO IT WITH THY MIGHT

# ACADEMIC ADVISEMENT POLICY

EFFECTIVE: SEPT. 2019

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The Mico University College

### ACADEMIC ADVISEMENT POLICY

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<b>DRAFT</b>	



## CHANGE HISTORY

Date of Change	Nature of Change	Reviewer(s)
	Version 01 accepted	Academic Board

*For more information about policy development, consult the Policy Formulation and Management Policy on The Mico website at [themico.edu.jm/policies](http://themico.edu.jm/policies).*



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## 1. INTRODUCTION

The Mico University College intends each student attending the institution to succeed, as the success of the institution depends on the success of its students. The University College therefore must ensure that students are given the necessary guidance through academic advising to succeed with respect to their academic goals by the end of their tenure.

Academic advising is a collaborative relationship between a student and an academic advisor. The intent of this collaboration is to assist the student in developing meaningful educational goals that are consistent with personal interests, values and abilities. Although many individuals on campus, including academic advisors, may assist the student in making decisions and accomplishing goals, the academic advisor is granted formal authority by an academic unit (faculty/department, school, and institute) to approve the student's academic program of study and assist the student in progressing toward the appropriate degree.

Effective academic advising also helps the student utilize the extensive network of academic support services available on campus, and empowers the student to realize the full undergraduate experience at The Mico University College. Achievement to this end requires the ongoing involvement of the student, one or more academic advisors, and the institution, with each party having a unique role and responsibility.

The University College will therefore provide the necessary academic advising, to help students approach their education in an organized and meaningful way. While academic advising is intended to give direction to students primarily about their academic programme, it also seeks to bring together all of the major aspects in a student's life, to ensure the timely successful completion of the programme and a confident graduate.

## 2. PURPOSE

The purpose of academic advising is to

- i. provide students with the requisite counsel to make informed decisions about their academic goals and career path, and to ensure the timely successful completion of their programme.
- ii. Ensure that students are satisfied with the quality of educational programmes, services, and environment.

## 3. SCOPE

The policy shall apply to all academic staff, who have been assigned as advisors, and to all students.



## 4. DEFINITIONS

- i) **Academic Advising** An organized series of interactions between an advisor and a student, where the student is given guidance in relation to the programme to achieve a set of learning outcomes. Academic advising takes into consideration the student's experiences and capabilities to advance their educational, professional and personal objectives.
  
- ii) **Academic Advisor** An academic staff member providing students with the requisite information and assistance to navigate the University system and to make appropriate decisions, primarily about their programmes.

## 5. POLICY STATEMENT

This institution embraces a student-centred philosophy for supporting students' holistic development and success. It therefore shall provide the resources and professional development opportunities for staff and students to facilitate exemplary academic advising. Academic advising for guiding new and returning students shall be provided by academic staff on areas of their programme of enrolment; incorporating course selection and registration, teaching, learning, assessment, and evaluation. The institution shall provide academic advising for supporting academic and personal development of students; providing guidance in selecting, clarifying, planning for and achieving educational and career goals. For enhancing the quality of the students' educational experiences the institution and its staff shall be committed to the process of academic advising as one of the means of supporting the fulfillment of the institution's vision and mission.

## 6. APPLICATION

### 6.1 OBJECTIVES OF ACADEMIC ADVISING

The objectives of academic advising are to:

- ii. Facilitate academic and personal development by:
  - choosing, clarifying, planning and achieving educational and career goals;
  - understanding the relationship between academic experience and career opportunities/objectives;
  - identifying academic skills that need to be acquired or enhanced to achieve educational goals;



- iii. Enhance academic performance by:
  - developing a strategy to monitor progress and development at the University College;
  - selecting courses to integrate educational and personal goals
  - exploring academic options to make meaningful short and long-term decisions (e.g. electives);
  - increasing awareness of the full range of campus programmes and services (e.g. volunteerism, etc.);
- iv. Ensuring progress toward graduation by:
  - understanding and following the University College policies and procedures leading to graduation (Majors, electives and other University requirements)
  - completing and processing all appropriate forms necessary to maintain ongoing academic progress (e.g. leave of absence etc.)
  - accessing information and providing guidance regarding post-baccalaureate studies (e.g. graduate opportunities)

## 6.2 FRAMEWORK FOR ACADEMIC ADVISING PROGRAMME

Academic advising does not take place in a vacuum; rather, it occurs within a framework of a student's academic. Minimally, advising revolves around the following five key pivotal points, when the student:

- i) enters the institution, either as a first-year or transfer student,
- ii) chooses a major/minor within the specialization,
- iii) when the student moves into upper division standing and closer to graduation, and
- iv) prepares to graduate and move beyond the undergraduate status
- v) and if the student experiences academic difficulty, including academic probation up to academic dismissal

## 6.3 ACADEMIC ADVISING EXPECTATIONS

To navigate the range of advising resources and services at The Mico University College, academic advising services in each department/academic unit will minimally include the following:

- i) Every student being assigned an academic advisor;
- ii) Every student receiving a documented academic plan of study to assist in fulfilment of the programme requirements.



## 7. RESPONSILITIES

### 7.1 THE UNIVERSITY COLLEGE

The University College shall:

- i) Foster a campus community that promotes student success;
- ii) Prove the resources and professional development necessary for exemplary academic advising;
- iii) Develop and maintain University College advising materials and procedures;
- iv) Provide the necessary resources to support Academic Advising;
- v) Seek input from advisors and students when considering and implementing policy and curricular changes

### 7.2 DEAN

The Dean shall:

- i) Be responsible for oversight of academic advising activities within the Faculty
- ii) Ensure coordination within and between departments (academic units)
- iii) Ensure the requisite resources in the form of trained personnel to provide the services.

### 7.3 FACULTY

The Faculty shall:

Prepare and implement a written plan for advising students to include

- i) Mechanism to ensure accessibility for advising
- ii) Selection mechanism of the faculty advising
- iii) Materials to be used in advising (faculty brochure, graduation checklist etc.)
- iv) A procedure to evaluate departmental advising

Make specific requirements of their academic programme readily available to student by having a designed area on department bulletin boards (including electronic bulletin boards) for public display of advising procedures and information.

### 7.4 ACADEMIC ADVISOR

The Academic Advisor shall be recommended for appointment by the Faculty and shall provide academic assistance and individualized attention to promote each student's success at The Mico. The advisor may share knowledge, experience and insight that could be beneficial to the student. The Advisor's role shall be to:

- i) Approve the student's academic programme of study
- ii) Provide accurate and consistent information
- iii) Clarify programme requirements, policies and procedures





- iv) Be accessible by scheduling and maintaining regular office hours
- v) Maintain a log of students who have been advised and the nature of the advisement
- vi) Be able to respond to the differing needs of the students, including students at risk
- vii) Recognize problems that affect the academic performance of students be it social, personal or economic and refer students to the appropriate campus support services.
- viii) Help the student to explore his/her interests, goals and abilities and relate them to academic goals
- ix) Be familiar with the policies and procedures of the University College, and refer students to support systems on campus
- x) Uphold the academic standards.

## 7.5 THE STUDENT

A key tenet of academic advising is that the student is responsible for his/her own decision. Academic advising should provide the required information and assistance for the student to navigate the University College's system and to make appropriate decisions. The student's role is to explore academic, career and personal goals and hence the student will be required to:

- i) Know and complete all the programme requirements;
- ii) Become familiar with the Students' Handbook and the policies and regulations of the University College, posted on The Mico Website;
- iii) Attend the orientation secessions for new students;
- iv) Utilize available resources, including those that are web-based, to monitor academic progress;
- v) Maintain a personal academic advising folder and take it to every advising appointment. The folder should include:
  - Programme / Course template
  - Most recent progress report downloaded from the SMS
  - Evaluations of credentials (transfer of credits)
  - Graduation checklist
  - Any other forms necessary (e.g. incomplete forms, Leave of absence, transfer between programmes etc.)
- vi) Seek advising at least at the following times
- vii) When he/she enters the institution, either as a first-year or transfer student
- viii) When he/she chooses a major or minor
- ix) When he/she moves into upper division standing and closer to graduation, and prepares to graduate and move beyond the undergraduate status
- x) if he/she experiences academic difficulty, including academic probation up to academic dismissal
- xi) Take responsibility for actions and decisions that affect academic progress.



## 7.6 STUDENT SERVICES

The Student Services Department although not be responsible for academic advising, shall provide guidance and with respect to other areas for which the student might need advising. The Student Services Department shall:

- i) Have orientation sessions to provide students with information regarding the University College's facilities and policies to support advising:
- ii) Have systems to guide students for appropriate advisement:
  - Registration – the Student Affairs Office
  - Financial Arrangements – Student Finance Office
  - Health Challenges – Health Centre
  - Student Resources – Office of the VP Administration
- iii) Identify and refer student to campus resources and services in support of student success;
- iv) Provide Career Counselling

## 8. SUPPORTING DOCUMENTS(S)

- Internal Quality Assurance Framework Policy

## 9. THE MICO STANDARDS

- Teaching Staff
- Student Admission, Progression, Recognition and Certification
- Learning Resources and Student Support