Classification: Academic Affairs
Approving Authority: President
Responsible Authority: Vice President for Academic Affairs
Implementing Authority: Deans of Colleges; Department Chairs; Office of the Registrar
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Academic Advising - Policy & Procedures

1.0 Purpose

1.1 Academic advising at AUIB is a collaborative process through which first-year advisors and faculty advisors guide students in making informed academic decisions, fulfilling degree requirements, and taking responsibility for their own academic progress.

1.2 This policy establishes the framework, responsibilities, and procedures governing academic advising across all AUIB colleges and programs. Its aims are to support student success, uphold academic standards, ensure policy compliance, and promote a consistent, student-centered advising culture.

2.0 Scope

2.1 This policy applies to all AUIB colleges, departments, and programs. It governs all faculty members assigned advising duties and all enrolled undergraduate students, across all active academic terms including summer and intersession.

3.0 Definitions

3.1 **Academic Advising** - A structured process in which a faculty advisor guides a student in academic planning, policy interpretation, progress monitoring, and informed decision-making toward degree completion.

3.2 **First-year advisor** – Staff or faculty member assigned to provide academic advising to ASP levels 4 - 6 and all first-year UG students until they successfully complete 30 credit hours. Upon completion of the first Year Advising, a documented handover is signed by all parties involved.

3.3 **Faculty Advisor** - A faculty member assigned by the Dean or Department Chair to provide academic advising to a designated group of students after successfully completing the First Year Advising and 30 credit hours.

3.4 **Advisee** - A student officially assigned to a faculty advisor.

3.5 **Degree Plan** - The official program of study outlining course sequences, credit requirements, and milestones required for degree completion.

3.6 **Student Information System (SIS)** - The AUIB platform used to access student records, degree audits, registration, grades, and academic standing.

3.7 **Advising Period** - A designated window in the Academic Calendar during which faculty advisors meet with students prior to each registration period.

3.8 **Override** - A formal exception allowing a student to register for a course despite an unmet prerequisite, co-requisite, or capacity restriction. Requires documented justification and formal approval.

3.9 **Academic Standing** - A student's status based on cumulative GPA per the AUIB Academic Standing Policy (Good Standing, Warning, Probation 1, Probation 2, Suspension).

3.10 **General Education Requirements** - The minimum of 36-credit Core Liberal Arts curriculum required of all AUIB undergraduates, comprising UNI 101, Communication Skills, Humanities, Social Sciences, Natural Sciences, and Mathematics.

3.11 **Degree Audit** – an official academic tool that provides a detailed review of a student's progress toward graduation. It shows completed courses, in-progress courses and remaining

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requirements for a major, minor or concentration, including general education and institutional requirements.

3.12 **Academic Improvement Plan (AIP)** - A documented plan co-developed by the student and faculty advisor when a student is on Academic Warning or Probation, identifying contributing factors, improvement targets, and support resources.

4.0 Policy

Advisor Assignment

4.1 Each student shall be assigned a faculty advisor by the Dean or Department Chair based on program of study and faculty capacity. Assignments are communicated through the SIS at the start of each academic year. Maximum advisee loads are determined annually by the Dean.

4.2 Deans are considered as secondary advisors to all students in the college. SIS will show both the names of faculty adviser and the dean of the college.

4.3 In cases of advisor unavailability, the Dean or Department Chair shall arrange prompt reassignment and notify the affected student.

Faculty Advisor Responsibilities

4.4 Faculty advisors must maintain current knowledge of advisees' degree plans, program and General Education requirements, course sequencing, prerequisites and co-requisites, and all applicable academic policies including registration, add/drop, withdrawal, credit load, and GPA requirements.

4.5 Faculty advisors must be proficient in the SIS and use it independently to access student records, review degree audits, and fulfill documentation responsibilities.

4.6 Faculty advisors must meet with each advisee at minimum once per semester during the formal advising period, remain available through the close of the add/drop period, and maintain regular office hours.

4.7 Faculty advisors shall proactively monitor advisee academic progress and must schedule monthly meetings with any student who has received an Academic Warning, been placed on Probation, or whose cumulative GPA is approaching 2.0.

4.8 When a student receives an Academic Warning or is placed on Probation, the advisor must co-develop and file an Academic Improvement Plan (AIP) with the Dean's Office. The AIP shall identify contributing factors, set measurable targets, and outline required support actions.

4.9 Students on Academic Warning or Probation are restricted to 12 or 13 (12 regular course credits and 1 lab credit hour) the following semester per the Academic Standing Policy. Advisors must enforce this limit. Exceptions require College Dean and VPAA approval.

4.10 override requests must be evaluated on academic merit.

The advisor, upon receipt of the request for an override, must forward a recommendation to the dean. Deans may not grant an override without the advisor's input and knowledge. Receipt of the recommendation is mandatory. A student's decision to delay the process so that a recommendation from the advisor is not possible means that the consequences rest with the student. The Dean's decision on an override should be made only after meeting with the student and the advisor. All decisions on overrides should be clearly communicated to advisors and students as soon as they are made.

4.11 Faculty advisors must maintain strict confidentiality of all student records and comply with the AUIB Student Records and Data Privacy Policy. Student information must not be shared with unauthorized parties. Concerns requiring disclosure must be escalated through proper institutional channels.

4.12 Faculty advisors shall refer students to appropriate support services when needs exceed the scope of academic advising.

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Student Responsibilities

4.13 Academic advising is a shared responsibility. Students are ultimately responsible for their own academic decisions, degree requirements, and observance of university policies and deadlines.

4.14 Students must: (a) contact their advisor proactively each advising period; (b) attend required advising appointments; (c) come prepared having reviewed their degree plan and SIS record; (d) follow through on referrals and action items; and (e) communicate changes in circumstances affecting their academic standing. Registration errors and missed deadlines resulting from failure to engage in advising are the student's responsibility.

5.0 Procedures

Advisor Assignment

5.1 At the end of each academic semester and summer session and submission of final grades, the Registrar will produce an Academic Standing report listing students on warning or probation. A copy of the report is sent to the First Year/Faculty Advisor, chairperson and Dean. The Registrar will issue Academic Standing letters to warned and probationary students outlining the follow-up procedures listed in articles 5.4 through 5.6 below.

5.2 At the start of each academic year, the Dean and/or Department Chair confirms faculty advising assignments. The Registrar's Office updates the SIS and notifies students of their assigned advisor. Requests to change an advisor must be submitted in writing to the Dean's Office; approved changes are updated in the SIS and communicated to the student.

Advising Periods and Availability

5.3 A formal Pre-Registration Advising Period is designated in the Academic Calendar each semester. Advisors must be available and actively meeting with students throughout this period and must remain accessible through the close of the add/drop period. Advisors must respond to student inquiries within two business days during active semesters, post office hours in line with their faculty contract, and communicate availability through the syllabus, SIS, and departmental channels. Summer and intersession advising is coordinated by the Dean's Office.

Use of the Student Information System

5.4 Faculty advisors must maintain active SIS access and use it independently to review student records and degree audits, check GPA and academic standing, confirm prerequisites and co-requisites, and process advising approvals. Significant advising interactions must be documented in the SIS, including the date, courses discussed, standing status, and any referrals or action items. Technical difficulties must be reported to the IT Help Desk or Registrar's Office and do not excuse advising obligations.

Academic Progress Monitoring

5.5 Advisors shall review each advisee's GPA, credits completed, and degree audit at minimum once per semester before the advising period. Students on Academic Warning, Probation, or whose GPA is approaching 2.0 must be proactively contacted and scheduled for a meeting.

5.6 When advising on academic recovery, advisors shall use credit-to-GPA modeling to help the student identify the grade points and course load needed to achieve the target cumulative GPA.

5.7 Where an AIP is required, the advisor shall lead its co-development, ensuring it documents contributing factors, measurable targets, and support resources. The AIP is filed with the Dean's Office and reviewed at the next advising meeting.

5.8 Students at risk of Academic Suspension must be referred immediately to the Dean's Office. The advisor must document the referral in the SIS and notify the student in writing.

Course Selection Guidance

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5.9 Advisors shall guide students in building schedules that reflect academic standing and GPA, remaining degree and General Education requirements, prerequisite and co-requisite status, and a realistic credit load. Required and lower-level courses take priority over electives. Linked labs, recitations, and co-required courses must be registered together.

5.10 Students on Academic Warning or Probation are capped at 12 credit hours the following semester. Advisors must apply this limit. All exceptions must be initiated by the faculty/first-year advisor. The advisor shall propose the exception to the Dean in writing with supporting rationale and evidence. If the Dean concurs, the Dean will submit the exception to the VPAA for approval. The VPAA's decision is final. Exceptions require College Dean and VPAA approval.

5.11 Advisors must discuss the implications of add/drop decisions, withdrawals, and repeat enrollments on GPA, full-time status, financial aid, and graduation timeline.

5.12 Advisors of ELA bridge students must apply applicable bridge-level eligibility rules and load limits, and must not advise students to drop required ASP courses while bridging.

Override Procedure

5.13 Students requesting an override must submit a written request to their advisor specifying the course, the type of override, and the academic justification. The advisor assesses the request and, if warranted, forwards it with a written recommendation to the Department Chair and/or Dean. Approved overrides are processed by the Registrar's Office. A course substitution approval does not automatically clear a prerequisite for subsequent registration.

Advising Based on Academic Standing

5.14 Students in Good Standing (cumulative GPA 2.0 or above after 15+ credits) should be advised with a focus on degree progress and planning toward timely graduation.

5.15 Students on Academic Warning (semester GPA below 2.0) may not self-register due to hold on their registration in SIS. They must meet with their advisor, who shall initiate the AIP process, apply the 12-13-credit limit, and set improvement targets. Refer to the AUIB Academic Standing Policy for the full framework.

5.16 Students on Probation 1 (cumulative GPA below 2.0 after 15+ credits) must attend a formal advising meeting. The advisor shall co-develop the AIP, enforce the 12-13-credit limit, and refer the student to the Dean's Office and support services. Recovery to a 2.0 cumulative GPA removes probation. Failure results in Probation 2; further failure may result in suspension. Refer to the Academic Standing Policy for the full progression.

5.17 Students at risk of Academic Suspension must be referred immediately to the Dean's Office. The advisor documents the referral in the SIS and notifies the student in writing. Where suspension is under consideration, a student may be offered a program or major change per the Academic Standing Policy. The advisor shall participate in the formal review, help identify a suitable alternative, and advise the student on the implications for non-transferable credits and GPA recalculation in the new program.

Training and Capacity Building

5.18 First year advisors and faculty advisors will undergo regular training programs organized by the Office of Institutional Effectiveness throughout the academic year. These workshops are mandatory and will be factored in the annual faculty performance evaluation.

Referrals to Support Services

5.19 Faculty advisors shall refer students to the appropriate office when needs extend beyond academic advising. Key referral offices include:

(a) Registrar's Office — registration, enrollment verification, and official documents.

(b) Office of Enrollment Management — financial aid, scholarships, and enrollment concerns.

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(c) Dean's Office — standing appeals, grade disputes, petitions, and Dean-level approvals.
(d) Counseling and Student Affairs — personal, emotional, or mental health concerns affecting academic performance.
(e) English Language Academy (ELA) — English language support and ELA bridge advising.
(f) Library and Academic Support — tutoring, writing support, and academic resources.
(g) IT Help Desk — SIS access and technical issues.

Related Policies and Documents

Course Registration Policy
Academic Improvement Plan (AIP)
Academic Standing Policy
Attendance Policy
Course Grading and Evaluation Policy
General Education (Core Liberal Arts) Policy
Student Records and Data Privacy Policy
Virtual and Online Learning Policy
Faculty Handbook
AUIB Academic Calendar
ELA Bridge Enrollment Guidelines

Appendices (if applicable)

Appendix A: AUIB Academic Standing Categories and GPA Thresholds
Appendix B: General Education (Core Liberal Arts) Credit Distribution Chart
Appendix C: ELA Bridge Enrollment Level Chart
Appendix D: Academic Advising Meeting Record Template

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