

The Faculty Senate recommends amending the Undergraduate Academic Advising policy, UPM ACA-0100 to reflect the changes suggested by the definition of “pre-major” and “expressed interest” that will occur within three semesters of the passage of this bill.

(Undergraduate Academic Advising Policy: <http://www.csus.edu/umannual/acad/UMA00050.htm>)

1. *Responsibilities for students (Item A, bullet 4 and Item F)*
2. *Responsibilities for Academic Advising Center (Item A)*
3. *Responsibilities for Academic Programs (Item A, 2<sup>nd</sup> bullet, 2<sup>nd</sup> bullet under that)*

### **III. RESPONSIBILITIES OF STUDENTS**

- A. The responsibility for academic success rests with the student and includes but is not limited to the following:
  1. Reading the catalog in order to be aware of University, College, and department/area academic policies, regulations, and deadlines.
  2. Complying with University, College, and department/area academic policies, regulations, and deadlines.
  3. Declaring a major officially before 60 units or, in the case of Junior and Senior transfer students, by the end of their first semester. Note: An Expressed Interest designation does not fulfill the requirement for declaring a major.
  4. Meeting regularly with a General Education advisor and an advisor in their academic department/area. Undeclared students should meet regularly with an advisor in the Academic Advising Center.
  5. Understanding academic performance standards for the University and their major.
  6. Understanding requirements to maintain good standing and the consequences for failure to do so.
  7. Retaining copies of advising materials and bringing relevant materials to their advising sessions.
- B. All students on academic probation are required to meet with an academic advisor in their major program or, in the case of undeclared or Expressed Interest students, with an advisor in the Academic Advising Center to develop a plan to return to academic good standing.
- C. Entering freshmen are required to meet with an advisor during orientation to plan and enroll in appropriate courses for their first semester.
- D. Freshmen must meet with an advisor during their first and second semester to plan and enroll in appropriate courses for following semester.
- E. After their freshmen year, all students must meet with an advisor at least once a year.

- F. All students must comply with the advising policies of their major program or, in the case of undeclared and Expressed Interest students, of the Academic Advising Center. Expressed Interest students must comply with the advising policy of the program in which they have expressed interest when that program has agreed to assume the advising responsibilities for these students.

## **V. RESPONSIBILITIES OF THE ACADEMIC ADVISING CENTER**

- A. The responsibilities of the Academic Advising Center include, but are not limited to the following:
  - 1. Establishing advising goals which will guide the Center's advising efforts.
  - 2. Developing an academic advising plan which specifies and informs students of their responsibilities as well as the University resources available for their use. The plan should include, but not be limited to the following:
    - a. Required advising meetings with program advisors.
    - b. Additional requirements for special student populations such as probationary students or pre-professional students (Note: Advising is mandatory for students on probation. Departments/areas are required to provide advising to these students by the end of the second week of their first semester on probationary status).
    - c. Consequences of failure to comply with mandatory advising requirements (e.g., setting advising holds for students who have not met with advisors).
    - d. Provisions that are in place for advising evening students-and students studying at off-campus sites, if applicable.
  - 3. Providing academic advising on General Education and the University's graduation requirements for all students.
  - 4. Providing advising for all undeclared students on probation.
  - 5. Coordinating orientation and general advising with academic departments/areas and specialized student support programs.
  - 6. Developing and managing the University's academic-based orientation program (including mandatory freshman orientation) for new students and parents, including academic program advising.
  - 7. Providing advising each fall and spring for all first-time freshmen not being advised by academic departments/areas. The current three-phase academic and career-advising model is designed to complement and enhance existing advising in academic departments/areas, not to replace it.
  - 8. Establishing processes that enforce timely declaration of major for undeclared and expressed interest students.
- B. The Academic Advising Center shall periodically assess the effectiveness of its academic advising plan, as it relates to its advising goals, and make improvements as needed

## VI. RESPONSIBILITIES OF ACADEMIC PROGRAMS

- A. All programs are responsible for the following:
1. Establishing advising goals which will guide the program's advising efforts.
  2. Developing an academic advising plan which, at a minimum, informs students of the following:
    - a. Required advising meetings with program advisors at least once a year.
    - b. Additional requirements for special student populations such as probationary students, pre-major students, expressed interest students, pre-professional students, or graduate students (Note: Advising is mandatory for students on probation. Departments/areas are required to provide advising to these students by the end of the second week of their first semester on probationary status).
    - c. Consequences of failure to comply with mandatory advising requirements (e.g., setting advising holds for students who have not met with advisors).
    - d. Provisions that are in place for advising evening students, graduate students, and students studying at off-campus sites, if applicable.
    - e. Requirements regarding timely declaration of major.
  3. Devising a means of implementing and coordinating the program's advising policy and procedures, including, but not limited to:
  4. Identifying faculty and staff who will be responsible for advising students in their major/program.
  5. Organizing training activities for program advisors.
  6. Providing advisors with advising materials.
  7. Keeping advisors apprised of changes in requirements and availability of campus resources.
    - a. Setting and removing advising holds for students who have not met with advisors, in programs with such a policy.
  8. Recognizing and rewarding advising as part of faculty and staff workload.
- B. Each academic program shall periodically assess the effectiveness of their academic advising plan, as it relates to its advising goals, and make improvements, as needed. In those cases where College advising programs are in place, the College shall periodically assess the effectiveness their academic advising plan and make improvements, as it relates to the its advising goals, and make improvements, as needed.
- C. Understanding that students may seek advice in the Academic Advising Center; all programs should coordinate their advising policies and procedures with the Academic Advising Center, including updates to their advising requirements and/or list of advisors, as well as communicating any requirements for the courses selected by students.
1. Unless the Impacted Program has elected to advise their Expressed Interest students, Impacted Programs are required to submit advising guidelines to the Academic Advising Center to support advising for their Expressed Interest

students. The advising guidelines should detail both policy level criteria for admittance into the program and common practice for acceptance into the program (e.g. the criteria used for the previous admittance period).

*Carried.*