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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 17-A-7**

Approved by the Faculty Senate  
February 22, 2017

**BRIEF SUMMARY:** This bill creates a Procedures section for Chapter 3-C3 (Advisement of Students).

**REVISING “ADVISEMENT OF STUDENTS” TO ESTABLISH A PROCEDURE SECTION**

**BE IT RESOLVED THAT:** Subject to the passage and approval of both this bill and its companion bill establishing a corresponding Policy section, Chapter 3, Section C, Subsection 3 of the *Faculty Handbook* be amended by replacing the existing content with the following Procedures section (to follow the companion Policy in the *Handbook*).

**Procedures for Advisement of Students**

- 1 Undergraduate students who have not yet declared a major are advised by [Academic Advising](#).
- 2 Undergraduate students who have declared a major may be assigned a faculty advisor in their
- 3 major department, subject to the department’s policies for assigning advisors. Each college has a
- 4 designated liaison in Academic Advising to assist faculty advisors and work with students as
- 5 assigned. Each regional campus has a designated advisor to handle all advising at that location.
  
- 6 Undergraduate students should consult with their assigned advisor each semester to discuss their
- 7 progress to graduation. Students with double majors will normally have an advisor for each
- 8 degree and should consult with both advisors each semester. If an undergraduate student cannot
- 9 or will not attend an advising session, advisors may send the student’s registration code by email,
- 10 provided the student first acknowledges in writing or email that the advising session is being
- 11 declined. Graduate students will be assigned a faculty advisor in their major department and
- 12 should consult with their advisor and thesis advisor (if applicable) on a regular basis to discuss
- 13 their progress to graduation.
  
- 14 Advising for students in online degree programs may be conducted electronically. For all other
- 15 students, after an initial face-to-face advising session with a newly-assigned advisor, alternative
- 16 communication methods may be utilized for subsequent advising. Advising conducted through

17 alternative communication methods should address the same progress to graduation and course  
18 selection components as a face-to-face session. While not required, students are strongly  
19 recommended to consult with their advisors before dropping or adding courses beyond those  
20 advised for a given semester.

21 International students should consult with the Office of International Education and Services  
22 before they can drop below full-time status or add an internship.

23 All advisors have a responsibility to maintain current information about the university's  
24 technology and resources used in advising, academic policies and procedures, and changes to  
25 curriculum that impact advising. Advisors should also be aware of and maintain standards for  
26 documentation of advising sessions. Faculty advisors have the option of utilizing the Master  
27 Advisor program to enhance their ability to provide high quality advising to undergraduate  
28 students.

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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/8/2017
Second Senate Meeting	2/22/17
Faculty Senate Vote	2/22/17
President's Review	
15 Day Review	
Posted to Faculty Handbook	

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