



Section:	II.3.17	
Title:	Undergraduate Advising Policies and Practices	
Effective Date:	March 3, 2023	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609) 771-3080; academic@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> · TCNJ Academic Advising Best Practices · TCNJ Campus Academic Advising and Student Support Services Resources · TCNJ Academic Advising Resources- Sample Documents 	
History:		
Version	Date	Notes
2.0	March 3, 2023	Revised
1.0	November 8, 2016	New Policy; initial release

I. INTRODUCTION

Academic advising facilitates the student’s development as a whole person, addressing academic, professional, and personal goals. Meeting the goals of advising is a shared responsibility between the advisor and student. This policy applies college-wide and instructs the campus community on the expectations of its advisement activities and practices.

II. DEFINITIONS

Academic Advising:

TCNJ advising policy and practices align with the standard definition of Academic Advising, taken from *David S. Crockett, Ed. (1987). Advising Skills,*

Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services. Iowa City, Iowa. ACT Corporation.

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through courses and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.”

III. POLICY

1. The Office of Academic Affairs will maintain a college-wide online directory of campus advising and support services, and schools must have a link to this directory on their advising webpages.
2. The Academic Departments will train new advisors during their first year of advising. This training will be tailored to the needs of specific programs. This training program will include discussion of/information about liberal learning requirements, students with special academic circumstances (poorly performing, loss in family, etc.), and transfer students. Additional advisor training and development opportunities will be offered by academic schools and the Office of Academic Affairs, which are open to faculty throughout their career.
3. The Office of the Dean of each School will ensure that academic departments maintain a department website for advising with links to liberal learning resources and formal, up- to-date information regarding advising (to be updated each semester at least three weeks prior to registration). Academic departments will ensure that their departmental advising information is in sync with information in PAWS (updated annually in January).
4. Department Chairs will send an outreach letter to first year and internal and external transfer students introducing them to the departmental advising resources, outlining the role of the academic advisor, and indicating to whom academic questions should be addressed during summer months (e.g. the Chair, Assistant Dean, Program Manager/Assistant, etc.). This contact should occur in June for students beginning fall term or in January for students beginning in the spring term. Within the first week of classes, departmental program assistants will send students a follow-up email indicating the name of their assigned advisor. Faculty are encouraged to reach out to their advisees at this time, welcoming them

to the department. Departments should not assign new advisees prior to the first day of classes for a particular academic year, which is when the AFT contract commences for TCNJ faculty.

5. Students will be provided with a copy of the college-wide Advising Guiding Principles and will sign an Advising Agreement. The process by which Advising Agreements are distributed, collected, and stored will be determined by each Department or Academic Program unless a School-wide process is already in place.
6. Departments or Schools will run an orientation course for first year and internal and external transfer students*# once a year (099 course or equivalent). This course will include discussions on program-specific requirements, liberal learning requirements, and the specific roles and responsibilities of the student and academic advisor.
** if internal transfer students have completed an 099 course in another TCNJ department they are not required to attend the 099 course in the new department.*
#students with a double major are only required to complete the orientation course in their designated first major.
7. Each academic advisor and student(s) will meet at least once per semester*#, either individually or as a group, prior to registration and keep up-to-date records consistent with the TCNJ Advising Guiding Principles.
** One of the required semester meetings per year can be fulfilled through group advising courses that are offered through the department or school (for example, see PSY096-099 sequence, CHE316-318 sequence, or BUS100).*
#Exceptions allowed for students traveling abroad or completing student teaching assignments, or for other special circumstances with permission from the Department Chair or Dean.
7. The College and Schools will assess the success of advising.