

Policy and Procedure Arizona State University		Number SWK 308
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Subject Advisement	Effective 8/18/86	Revised 8/92

PURPOSE: To define the role of the faculty/academic advisor

SOURCES: School of Social Work Faculty Council

APPLICABILITY: All Faculty and Students, School of Social Work

POLICY: Advisement

- A. Upon admission to the School or BSW Program each student is assigned a faculty member who serves as an advisor. The advisement relationship is supportive and flexible, attempting to meet the needs of each student. It is not meant to be a therapeutic relationship.
- B. Responsibilities of the Faculty Advisor
1. Counseling on matters pertaining to registration;
 2. Selection of a curriculum, a major field of specialization and vocational goals;
 3. Consultation on other academic problems the student may experience;
 4. Linking students to the Student Support and Retention Services;
 5. Assistance in following policies and procedures (including filling out proper forms) in such areas as readmission, grievances, appeals, curriculum variances, etc.;
 6. Engaging in goal setting and career planning with students who withdraw or are terminated from the program.
- C. The advisor has the responsibility to have knowledge of:
1. School of Social Work curriculum requirements, regulations and resources.
 2. Professional standards and expectations.
 3. University regulations, requirements, and resources.
 4. Students' professional goals.
 5. Students' academic progress.
 6. Students' strengths and educational needs.

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D. Responsibilities of the non-faculty Academic Advisor

1. The responsibilities of an academic advisor are to deliver accurate, timely and appropriate information and personal interchange necessary to guide students efficiently and effectively toward their educational goals.
2. The academic advisor is available, when necessary, to assist students in dealing with program requirements and completing essential forms. The academic advisor also utilizes the Student Support and Retention Service Program.
3. If the student has no faculty advisor, the academic advisor has the role of providing the necessary forms and identifying a tenure track faculty member or Academic Professional to act as faculty advisor and enable the student to follow procedures in appeals or grievance issues.

E. Process for Changing Faculty Advisors

1. Student discusses with new advisor the rationale for change (e.g., need for another advisor with expertise in particular area).
2. When agreement is reached with the new advisor, the student discusses the change with the original advisor prior to discussing the change with the Director of Student Services. (Approved by Faculty, March 1986).
3. Director of Student Services confirms change in writing to the original advisor, new advisor, student and registrar's office.