

Missouri Western State University
Academic Advisement System
Academic Policies
Approved: 11/07/2017

Effective January 2018

Missouri Western State University recognizes academic advising is a critical component of the educational experience. Successful advising includes providing the necessary tools and information regarding educational and career plans compatible with student goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment as active citizens. Advising is primarily the responsibility of the university faculty and assigned professional staff advisors; however, students must be responsible and involved for the process to be effective and efficient.

Thus, it is the policy of MWSU:

1. All students shall be informed of the advising process during initial introduction to the university, in the university catalog and on the university website;
2. All degree-seeking students shall have an assigned advisor and be advised prior to the start of each semester;
3. The Student Success & Advising Center shall offer advisor trainings each semester for new and continuing advisors;
4. New advisors are required to attend identified training before being officially assigned as an advisor, and continuing advisors shall attend identified training a minimum of once every three years;
5. Department chairs and advising directors will develop departmental advising guidelines based on advising best practices as determined by the university;
6. All advisors will be evaluated annually by their supervisor in regards to departmental advising guidelines;
7. Advising best practices and other advising information will be posted and maintained on the university's Student Success & Advising Center website;
8. An assessment and review of advising best practices will be completed every two years;
9. Advisee surveys will be conducted on a periodic basis regarding their perception of the advising experience; and
10. Students are expected to declare a major prior to 60 attempted credit hours.