

## ACADEMIC ADVISING POLICY

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<b>Title:</b>	Academic Advising Policy
<b>Policy Number:</b>	FA 03/ 09.2014
<b>Effective Date:</b>	September 16, 2014
<b>Issuing Authority:</b>	University Academic Board

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### 1. RATIONALE

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Academic advising and mentoring to the educational process is like the trim tab factor to an airplane. It enriches the student's learning experience and helps him/her to overcome hurdles along the way. While advising deals with counseling on academic matters and mostly a transient activity, mentoring has a more lasting impact on student's future as it deals with a multitude of matters that spring up during a student's life on campus.

The purpose thereof is to guide, inspire, and mentor students during their University stay and to help them attain a meaningful learning experience and make informed choices about career plans. The goals are to help each student understand his/her rights and responsibilities, define his/her purpose, develop his/her capacities, and realize his/her potential.

Effective advising hinges on the fundamental principles of commitment, integrity, and trust, which grow out of concern for the student. Advising requires patience, interdependent attitude and abundance mentality and knowledge of the University, programs offered, academic and nonacademic policies and procedures, and knowledge of the related scientific and technological trends. Successful outcome of the advising process depends on the commitment of both the advisor and the student.

### 2. MISSION

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The RHU is utterly committed through advising and mentoring to supporting students in confronting academic challenges, reconciling options, and taking possession of their education to achieve academic success and fulfill their aspirations.

### 3. ADVISING POLICY

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- a. Academic Advising is the responsibility of the Academic Advisor (AA) assigned to the student.
- b. The Chairperson of the concerned department (if applicable) shall assign an AA for each student from day one who will remain the student's AA until graduation.
- c. AA's shall be available to advise students during the advising period.
- d. Each department shall ensure that a new AA receives training (orientation) on advising before he/she is given advising responsibilities.
- e. A student shall not be allowed to register before he/she meets with his/her AA. The AA activates the on-line registration for the advisee after the advising session.
- f. Each student shall have an individual file that is constantly updated and availed to the AA as needed.
- g. The AA name shall appear on the student's **Student Progress Report** that is updated by the RO at the end of every semester.
- h. The AA shall spend enough time to discuss all matters of concern to the student.
- i. The AA shall fill the **Advising Session Report form** after advising a student experiencing academic difficulties.
- j. The AA shall help the student to complete the **Course Registration Form** and then sign and stamp it and keep a copy in the student's file.
- k. The AA shall submit a brief report to the Chairperson, when requested, on the progress of the advisee and recommend appropriate actions in case an advisee's performance is deficient and requires further attention.
- l. The Registrar's Office shall post a complete course schedule prior to the advising period.

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#### 4. POSSIBLE ADVISING MATTERS

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Responsibilities and matters and situations that the AA may be involved in and provide advice on include, but not limited to:

1. Maintain an up-to-date i-Progress Study Plan for each advisee.
2. Support the student to define his/her academic goals.
3. Assist students in understanding university policy, the curriculum and academic responsibilities and exhort them to abide by university rules and regulations.
4. Inspire students to uphold the highest of ethical and professional standards.
5. Help mitigate students concerns and resolve relevant issues as they occur by referring to appropriate resources.
6. Monitor student's progress throughout his/her academic career, from day one to graduation.
7. Discuss occurring problems with the student and recommend ways to remedy them.
8. Provide advice on course selection and related curricular matters.
9. Ensure that course pre- and co-requisites are met and failed courses are repeated when next offered.
10. Fill the advising form and record notes to make future advising more meaningful.
11. Help the student to better understand his/her role in a complex, rapidly advancing world.
12. Offer insights and guidance on student's future plans and career choices in collaboration with the career planning services office.
13. Recognize trouble signs such as excessive absence and refer the student to the proper university resources to help circumvent them.

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#### 5. ACADEMIC ADVISING PROCESS

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The AA must be present during the advising period to support and advise his/her advisees. The course schedule must be signed and stamped by the AA before completing registration. The student must not make any changes to the schedule and the Registrar's Office shall not execute any changes without the required approvals of the related form. The AA shall verify that students have registered for the planned courses after the drop/add period and take appropriate actions in case of a violation.

The advising process entails the following steps:

- Each Department posts the updated advisors' and advisee's list prior to the registration period.
  - The student fills personal information on the **Course Registration Form** available on [www.rhu.edu.lb](http://www.rhu.edu.lb)
  - The student visits the appointed AA on the assigned day and time to discuss course selection.
  - The AA assesses the student's academic progress prior to the advising session and prepares for an effective advising session and course planning.
  - The AA meets with the student on a one-to-one basis to discuss the student's performance and address his/her concerns.
  - Upon consultation with the AA, the student fills the course registration form.
  - The following rules apply when selecting courses:
    - Students on probation are not allowed to register for more than 13 credits (7 credits in a summer term).
    - Student does not take more than the maximum allowed load of 18 credits
    - Student with low GPA should be strongly advised to take light load to improve his/her GPA, and shall not be allowed to take extra load (more than 18) except in the semester he/she expects to graduate.
    - Pre-requisites must have been taken and co-requisites are satisfied.
    - Failed courses are repeated when next offered.
    - Incomplete work is completed on time.
    - Student follows the study plan of the major.
    - Electives are selected according to the department's recommendations.
  - The AA discusses any occurring problems with the student and ways to remedy them.
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- The AA fills out the Advising Session Report Form with important information and gets the student to sign it and keeps it in the student's file.
- Student registers for the approved courses recorded on the Course Registration Form online via CampusVue.
- In case a student is experiencing non-academic difficulties, the AA may refer him/her to the Counselling Office for further guidance and support.

## 6. MENTORING

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The mentor is, not necessarily by choice but by happenstance, a role model whose persistence and example impact others beyond measures. Mentoring is not a transaction that occurs at a certain time for a specific reason, but a continuous, up-close and personal that transcends time and space. Mentoring cannot be measured or expressed in terms of numbers but in form of meanings. A simple act of kindness extended to a student in time of need is sometimes all it takes. Faculty members have a great potential and opportunity to become mentors in their own ways and rights.

## 7. STAKEHOLDER IMPACT AND SCOPE

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This policy serves to provide each student the mentoring and guidance he/she needs on academic planning, completing graduation requirements within a reasonable period, and career planning. Advising facilitates academic progress and reduces mistakes that result in delays and lost time.

## 8. RELATED DOCUMENTS

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1. University Catalog
2. The following forms:
  - I. *i*-Progress (Personal Study Plan)
  - II. Course registration form
  - III. Advising Session Report

## 9. REVIEW AND APPROVAL

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Board of Deans, Registrar

**EFFECTIVE DATE:** October 1, 2014

**REVISION HISTORY:** None

**RELATED POLICIES:** Student Rights and Responsibilities; Duties and Responsibilities of a Faculty member.

**FINAL APPROVAL BY THE PRESIDENT:**

Signature: 

Date: January 1, 2018

## ADVISING SESSION REPORT

This form intends to document that the student receives appropriate advising in accordance with the Advising Policy. Signing this form indicates that the Academic Advisor and the student are familiar with the Advising Policy.

<b>Advisor</b>		<b>Semester/Year</b>	
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<b>Student's Name</b>		<b>ID Number</b>	
<b>Major</b>		<b>Classification</b>	

Current Status			
Failed Credits	Earned Credits	CGPA	Academic Standing
			<input type="radio"/> Clear <input type="radio"/> Probation                        # Probations Received [3] <input type="radio"/> CAS
Failed and Must-Repeat Courses			

Advisor's Remarks and Insights			
<b>Signature</b>		<b>Date</b>	

Student's Attestation			
I attest that I am familiar with the University academic regulations and the Advising Policy and that during the advising session the Academic Advisor had spent ample time and offered me adequate advising in accordance with that policy. I take full responsibility for the consequences of not heeding the advice of the advisor as stated in the advisor's comments section above.			
<b>Signature</b>		<b>Date</b>	

Chair's Comments			
<b>Signature</b>		<b>Date</b>	

Dean's Comments			
<b>Signature</b>		<b>Date</b>	

cc: Registrar's Office

**COURSE REGISTRATION FORM**

Student's Name		ID Number	
College		Department	
Major		Email	
Semester		Year	
Degree Track	<input type="radio"/> Bachelor <input type="radio"/> Master		

Current Status			
Pending Credits	Earned Credits	CGPA	Status
			<input type="radio"/> Clear <input type="radio"/> Probation [ # Probations:    ] <input type="radio"/> CAS

Schedule of Courses								
Course Code	CRN	Course Title	Days	Time	Sec	Instructor	Room	Cr.
Total Credits								

Student's Signature		Date	
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Academic Advisor	
Comments	
Advisor's Signature	Date:

**Related Rules**

1. Maximum load in a fall or spring semester is 18 credits (15 for a freshman student) and 9 credits during a summer term. Taking overload requires the approval of the Dean of the concerned college.
2. Failed courses must be repeated when first offered.
3. A course may not be repeated more than two times including withdrawals.
4. Student on academic probation may not register for more than 13 credits in a fall or spring semester or 7 credits during a summer term.

cc: Registrar's Office

