



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-3100
Origination:	April 15, 1985
Effective:	April 18, 1985
Reviewed:	January 5, 2007

SUBJECT: Full-time Faculty Responsibilities for Academic Advising of Students

REFERENCE:

1. PURPOSE

To communicate full-time faculty responsibility for student academic advising.

2. SCOPE AND APPLICABILITY

All full-time faculty members.

3. DEFINITIONS

None.

4. POLICY

All full-time faculty members shall participate in the academic advising program.

5. BACKGROUND OR EXCLUSIONS

Newly hired full-time faculty should be exempt from advising responsibilities during the first semester of employment. The Division Chairperson/Dean of Allied Health will determine the timetable and method by which the new faculty members are acclimated to the academic advising process.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. The advising system shall be the responsibility of the Vice President for Academic Affairs.

B. Procedures:

1. Faculty members shall be assigned advising duties by the Division Chairperson/Dean of Allied Health.
2. An adequate number of full-time faculty shall be available for academic advising of students during scheduled office hours throughout the semester and during regular registration periods prior to the beginning of the semester. The Division Chairperson/Dean of Allied Health will assign full-time faculty to schedule time during general registration for academic advisement of students.

3. The Division Chairperson/Dean of Allied Health has the responsibility to see that faculty members within the division comply with this policy.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-3100 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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Revision Notes: January 2007 — Revisions provide clarity and reflect changes in organizational structure.