



Undergraduate Advising Policy

To progress satisfactorily through a degree program, each student must have available ample and accurate academic advice, tailored to individual educational needs. Florida State University is committed to a strong program of effective academic advising for all of its students and understands academic advisement to be a function considerably broader than assistance with course scheduling. Academic advising is a process that helps students interpret the values and benefits of higher education, that assists students in their choice of educational and career objectives commensurate with their interests and abilities, and that examines the consequences of possible short- and long-range goals.

The university faculty and staff affirms their responsibilities to make available to every student information about academic policies and requirements, to notify them in a timely manner of changes either in the university's policies and curricula or in the student's academic standing, to help them evaluate course options and plan successful completion of educational goals, to guide students in developing decision-making skills, and to refer them to the various academic and student support services on campus available to help them make the most of their educational opportunities. Further, the faculty and staff affirm their responsibility to inform students clearly about students' own responsibilities in the advising process.

The Student's Role in Advisement

Florida State University expects students to assume an ever increasing responsibility for their own academic progress as they move through the University. To accomplish this goal, each student will:

- (1) Assume responsibility for knowing the university rules, regulations and policies and the requirements pertaining to his or her degree program and consult the University Bulletins and Directory of Classes for up-to-date information.
- (2) Furnish a current address and immediately inform the Registrar's Office of any change of address.
- (3) Know his or her adviser, make timely contact with the adviser upon the student's arrival on campus and during the first semester, and continue to see the adviser at least once a term until achieving junior status.
- (4) See his or her adviser or academic dean immediately after being placed on academic warning or probation.
- (5) Notify the appropriate dean's office of any change in intended major or any problems he or she is experiencing with advisement.
- (6) Recognize that the matriculation catalog governs each student's graduation requirements. This catalog remains in effect for six years for the bachelor's degree unless the student elects to meet the requirements of any subsequent Bulletin published during the period of enrollment.

See the General Bulletin for the complete policy statement, including "The Faculty's Role in Advisement." Questions about academic advising policy may be addressed to the Office of Undergraduate Studies, 3400A University Center, 644-2451.