

DAU 5-7 Academic Advising Policy

| Policy Code | Policy Name | | |
|-------------------------|--------------------------|--------------------|--|
| DAU 5-7 | Academic Advising Policy | | |
| Responsible Executive | Current Revision Date | Next Revision Date | |
| DAU colleges / Programs | 10/2023 | 10/2027 | |

1. Policy Purpose

This policy shows DAU student support service through the academic advising procedures to successfully complete the requirements of his or her degree.

2. Policy Scope

DAU applies this policy to all students in all Colleges. This Policy is applied to undergraduate and postgraduate students. The main roles and responsibilities of the academic advisor are to:

- Guide students in course selection based on the approved academic plan to successfully gain the academic degree.
- Help them to overcome obstacles and that may be encountered.
- Provide advice on issues that may affect a student's educational process.

3. Policy Statement

Academic advisors are responsible for providing academic support and services that promote student learning. Every student at DAU is assigned an academic advisor, and students are required to meet with that individual every semester. Advisors assist students in developing career goals, registering for courses, understanding university policies, and connecting to campus resources. The academic advisor shall keep track of the progression of the student from his acceptance into the university until his/her graduation.

4. Policy Procedure

General tasks of the academic advisor

- Attending the academic advisor workshop and the announced academic advising hours.
- Being aware of the program study plan, the student's study plan, the study regulations, the test executive rules, the study procedures, and the usage of the SIS system.
- Helping students to understand their academic discipline study plan.
- Helping students to understand the study and exam regulations and executive rules.
- Helping students in the course selection process.
- Helping students with course registration mechanisms on SIS.
- Signing the students' forms related to the university and study affairs in accordance with the regulations and procedures followed by the university.
- Making sure that the student has registered for the courses on the college SIS and keeping a copy of the student's timetable on his file.
- Providing the student with the required courses for registration by recommending to the Head of the department when there is a need to open new courses, sub-courses, or provide alternative courses.
- Adhering to the minimum and maximum number of credit hours according to the university instructions.
- Ensuring that there is no conflict between the dates of the lectures and that there is no registration in courses that have reached the specified number of students.

- The courses of the student transferred from another university, or another specification should not be registered except after the course equivalence by the concerned party.
- Making sure of the students who need to perform the process of dropping or adding courses.
- Informing the student that his cumulative GPA should not be less than (1.00) out of (4.00), helping him to raise his GPA and remove the academic probation guiding the student to the necessity of registering for the courses within his plan to raise his GPA and to remove the academic probation such as registering the courses he/she failed in.

The academic advisors will be assessed on to which extent he/she achieved the following:

- Paying attention to the student's academic progress and his performance level in the courses.
- Observing the academic achievement of the student and his progress
- Knowing all the problems that the students face, especially those problems that affect their academic performance, and trying to solve them.
- Encouraging the student to participate in student activities and to communicate with others.
- Notifying the students of activities and how they would benefit from them.
- Informing the student with his responsibilities and duties as for his behavior inside the campus or as for the course's success requirements.
- Being aware of the most important university instructions related to the student and his success in meeting conditions of getting the bachelor's degree in his specialization and conditions and procedures of providing excuses for absence and delay requests, etc.

Student Responsibilities to the Advisor:

To achieve the highest benefit from academic advising meetings, students must be informed of the importance of getting prepared for such meetings through the following:

- The student is considered responsible for communicating and meeting their academic advisor regarding academic advising at the beginning of the semester, as well as before the period of early registration, deletion, and addition. It will be the duty of the academic advisor to assist students in preparing the schedule and choosing the appropriate courses according to the study plan.
- The student must review and understand the university regulations, as well as the study plan and all the academic program requirements.
- The student should follow the study plan and get themselves registered on the courses according to the levels specified to ensure that all requirements are completed on time.
- The student should consult the academic advisor and develop an alternative study plan if any circumstance arises (such as failure in a course, withdrawal, postponement, or change of major) to ensure that all graduation requirements are completed.
- The student should make sure to carry out the recommendations of his academic advisor once every two or three weeks as agreed upon.

Academic Advising procedure at DAU:

- The Deanship of Admission, Registration and Student Affairs shall send a Student List to each Head of Department at the beginning of each semester.
- Heads of Departments shall assign groups of students to Academic Advisors.
- Academic Advisers shall be familiar with the contents of DAU's Study and Examinations Bylaws (DAU/xxx/xxx).
- The Academic Advisors shall follow the SIS student's file.
- The Academic Advisors shall establish and publish their hours for advising students.
- The Academic Advisors shall ensure that each student obtains a copy of the current Student Handbook.
- The Academic Advisor shall monitor, in consultation with concerned instructors, the performance of his/her advisee throughout the semester and intervene when the need arises (e.g., growing absence percentage, low grades on formative assessments, the likelihood of failing a course, etc.).

- The Academic Advisor shall provide guidance to students on academic matters throughout the semester.
- The Academic Advisor shall seek guidance or decisions from other members of staff or management where this is appropriate or required by DAU's rules.
- Heads of Departments shall monitor the Academic Advisors' performance and report on it.

Academic Advising Registration on SIS While registering students, the advisor shall:

- Guide the students on how to register on SIS.
- Check the study plan of an individual student and guide him to register according to the study plan
- Check all the prerequisites of subjects before registering the courses.
- Communicate with students regarding the DN rules and remind them of the DN before the last week of final exams through SIS.
- Guide the students on how to put the various requests through the SIS. (For example – request for Drop Semester, Block removal, add course registration, DN removal, Transfer request, Incomplete exam request, Suspension removal, register without prerequisite, and many more available on the SIS.)

5. Related Policies/ Documents/ Forms

[Academic Advising.pdf](#)

6. Document History

| Version | Issue/ Rev. Date | Updated Information/ Summary of changes |
|---------|------------------|--|
| 1 | 2017 | 1 st issue of the policy |
| 2 | 10/2023 | -Setting the Student Performance Committee at college level. -Adding the Academic Advisor Assessment Criteria |