

Proposed Revisions to EPPM 9  
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April 13, 2023

**Overview:**

We are requesting the following changes to EPPM 9 – Advisor Responsibilities. The Academic Advisor Responsibilities in Section 9.1 have recently been updated by the Advising Community. Another change is that the 2020 NWCCU Accreditation Standards have moved Advising to section 2.G.6, a change that is updated in the last section of EPPM 9.

This section of the EPPM will be shared with our accreditor, NWCCU, during our upcoming Year 6 and Year 7 Assessment reports. This makes timely updating of the EPPM essential.

As of April 12, 2023, these changes have been reviewed and approved by both the WSU Office of the Provost and the WSU Registrar's Office.

***Current Version of EPPM 9 with Markup***

9 ADVISING RESPONSIBILITIES

Academic advising builds collaborative student-centered relationships that support achievement of personal development and academic success. It is an educational relationship in which students and advisors are partners in planning academic, personal, and career goals (WSU catalog).

9.1 WSU academic advisor responsibilities:

- ~~Be accessible, knowledgeable, informed and demonstrate care and respect.~~
- ~~Guide students as they define and develop realistic goals.~~
- ~~Teach students decision-making skills and how to assume responsibility to explore their own educational plans, options, and achievements.~~
- ~~Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.~~
- ~~Teach and support students with information about and strategies for utilizing available resources and services on campus and in the community.~~
- ~~Teach students to understand the purposes and goals of higher education and its effects on their lives and personal goals.~~

- **Be accessible, knowledgeable, and demonstrate care and respect.**
- **Guide students as they define and develop realistic goals.**
- **Educate students about the purpose of higher education and its effects on their lives and personal goals.**
- **Teach students how to successfully navigate their degree path and the University.**

- **Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.**
- **Support students by providing information on available resources and services at the university and/or within their local communities.**

## 9.2 WSU student responsibilities:

- Schedule regular appointments with an advisor (minimum one per semester).
- Clarify personal values and goals and provide the advisor with accurate and truthful information regarding interests and abilities.
- Gather all relevant decision-making information and necessary materials (advisement report, tentative course selections, forms, etc.) To aid in decision making and to build a schedule free of conflicts.
- Prepare a list of questions or concerns before meeting with the advisor.
- Discuss any problems that effect academic performance, for example: study skills, difficulties in course work, time management, personal concerns.
- Ask questions and find out where help is available.
- Know where to access accurate information about educational options, requirements, policies, and procedures.
- Discuss why and how to add or drop courses or to take a course pass/fail or audit.
- Discuss career considerations, changing directions/major/interests.
- Keep a personal record of progress toward academic goals. Be proactive in learning and checking the electronic resources available in myWSU to keep track of academic progress.
- Accept responsibility for decisions and actions that affect your educational progress and goals.

Students are encouraged to take advantage of the skill and knowledge of the advising professionals available. The responsibility of making decisions about personal goals and educational plans ultimately rests with the student.

### Related policies:

Northwest Commission on Colleges and Universities: Standard ~~2.D.10~~ **2.G.6**. The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program requirements, and graduation requirements and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities are defined, published, and made available to students.

### ***Clean Copy of revised EPPM 9***

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