

# **COMMUNITY COLLEGE OF VERMONT ACADEMIC POLICIES**

## **ADVISING**

March, 2007

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## **POLICY**

All CCV students will have access to academic and financial aid advising through academic and financial aid advisors, web and telephone advising and informational publications.

## **PROCEDURE**

1. Advising will be available to new and prospective students to discuss the CCV admissions process, assessments, appropriate start-up courses, graduation standards, information technology resources, and students' short and long-term academic goals.
2. Within the first semester of enrollment, the college will assign degree students a primary academic advisor.
3. Students must contact their CCV academic advisor in situations pertaining to unsatisfactory academic progress, registration restrictions, academic honesty, graduation requirements, transfer or second degree planning, and policy appeals.
4. Academic advising decisions are based upon CCV policies and practice with consideration given to individual student circumstances and college resources.
5. Students who wish to pursue resolution of a complaint with academic advising services may do so by following the Complaint Resolution for Students guidelines.
6. Advisors will be provided with relevant training, data, technologies, and information on best practices to inform them in their work.
7. The college will periodically assess advising procedures to ensure effectiveness and policy compliance.