

## **Faculty Advising Process**

(Revised January 29, 1999)

(Revision August 2005, COB Ad. Council, November 11, 2006)

(Revision Approved by COB Faculty May 8, 2007)

While students establish files and get specific program guidance from the College's Academic Advisors and/or the Director of Graduate Programs, faculty serve as mentors who provide information on matters related to career choice and major selection, general employment expectations, selection of electives, or other general educational issues.

Faculty also refer students to the University's Career Services & Placement Center and/or the COB Internship Coordinator as sources of additional information regarding prospective career/employment/internship opportunities.

On other non-academic matters, faculty refer students, as appropriate, to other university offices such as admission and records, financial aid, student affairs, health services, counseling center or other offices as suitable.

On academic issues related to specific degree requirements or college or university academic policies and procedures, faculty refer undergraduate students to their COB Academic Advisor or to the Associate Dean, and graduate students to the COB Director of Graduate Programs.