Student Advising Responsibilities

The advisee is an equal partner in the advising process. As an advisee, students are ultimately responsible for their educational choices and decisions. Students are expected to:

- Discuss personal values, goals, interests and competencies that inform the academic decisions being made.
- Prepare for advising sessions by bringing appropriate questions, course plans, and degree audit.
- Schedule regular quarterly meetings to ensure academic progress.
- Know DU dates and deadlines.
- Accept responsibility for decisions and actions that affect educational progress and goals.

Department/Program Academic Advisor Responsibilities

The advisor’s role is an active one and the process of advising requires that advisors meet the following expectations in order to create and maintain a strong advising partnership:

- Empower the student to take responsibility for their academic experience.
- Assist the student in pursuing a program of study that aligns with the student’s interests, goals, and competencies.
- Assist the student in periodic evaluation of their academic progress and demonstrate understanding of the curriculum and graduation requirements.
- Set clear boundaries for when you are available for advising appointments.
- Refer students to relevant campus resources.
- Maintain confidentiality by not discussing issues with parents and non-University persons without the student’s permission.

Office of Academic Advising Responsibilities

1. Prioritizes support for:
   - Undeclared majors
   - Probationary students

2. Policy resource for academic advisors:
   - Changing majors
   - Interpreting GPAs
   - Academic Standards/Exceptions

3. Central communication for advisors:
   - Send reminders about timelines, deadlines, & changes to policy
   - Hold quarterly “Friends of Advising” meetings for all advisors