

Advising – Undergraduate

ACADEMIC AFFAIRS

Academic / Degree Progression

Policy Owner: Provost and Vice President for Academic Affairs

Effective date: Fall 2020

Approval date: July 24, 2025

Schedule for Review: Spring 2030

Policy Summary:

This policy outlines the advising structure for undergraduate students at Fort Lewis College, ensuring students receive appropriate academic advising based on their unique status and area of study. The policy defines advising assignments for specific populations and sets the framework for students to transition to major-specific advising upon completing a certain number of credits.

Policy Statement:

All undergraduate students at Fort Lewis College will be assigned an academic advisor from the Skyhawk Advising team until they have earned a total of 60 credits, including transfer work. After completing 60 credits, students will transition to a faculty advisor within their declared major, following the procedures outlined by the department.

Advising Structure:

1. **Student Athletes:**

Student athletes will be assigned an athletic advisor, who will support them in navigating both academic and athletic commitments. The athletic advisor will guide athletes in maintaining academic eligibility, selecting courses, and balancing athletic and academic responsibilities. The athletic advisor will serve as the student's primary advisor until they reach 60 credits, then the student will transition to a faculty advisor, but will maintain the athletic advisor as a secondary advisor.

2. **Military Veterans:**

Students who are military veterans will be assigned an advisor, who will support them in navigating academic requirements and VA Certification compliance. The advisor will guide them in maintaining veteran benefit eligibility based on course selection. The advisor will serve as the student's primary advisor until they reach 60 credits, then the student will transition to a faculty advisor, but will maintain the VA advisor as a secondary advisor.

3. **TRIO Students** (TRIO Student Success and TRIO STEM³):

Students participating in the TRIO programs will receive academic advising through their dedicated TRIO advisor. These advisors will provide tailored support, ensuring that TRIO students have access to the academic, financial, and personal resources they need for success.

The TRIO advisor will serve as the student's primary advisor until they reach 60 credits, then the student will transition to a faculty advisor, but will maintain the TRIO advisor as a secondary advisor.

4. **Pre-Nursing Students:**

Students who are in the Pre-Nursing program will be advised by the Pre-Nursing Program advisor. This advisor will assist students with meeting program prerequisites, preparing for the nursing school application process, and guiding them through the early stages of their academic journey.

5. **All Other First-Year Students:**

All other first-year students, who are not part of the groups listed above, will be assigned to a Skyhawk Advisor. The Skyhawk Advisor will be assigned according to the student's declared major and will support the student with general education requirements, major exploration, and academic success strategies.

6. **Faculty Advisors as Secondary Advisors:**

Some academic departments may choose to assign faculty advisors as secondary advisors for students who have not yet reached 60 credits. In this case, faculty advisors will work alongside the Skyhawk Advisors to provide specialized guidance in the student's area of academic interest, major exploration, or discipline. This collaboration ensures students receive more focused academic advice as they transition into their major.

7. **Transition to Faculty Advisor (60+ Credits):**

After earning 60 credits (including transfer work), students will transition to a faculty advisor in their declared major area of study, following the department's procedures. Faculty advisors will provide guidance on major-specific courses, research opportunities, internships, and post-graduation planning. Each department will follow its own procedures to assign faculty advisors based on student needs.

Responsibilities:

For oversight of the policy: Provost and Vice President for Academic Affairs and Vice President of Enrollment Management

For procedures for implementing policy: Vice President of Enrollment Management

For enforcement of the policy: Provost and Vice President for Academic Affairs and Vice President of Enrollment Management

Definitions:

Primary Advisor: The primary advisor is the main academic advisor assigned to a student to guide them through their academic journey. This advisor is responsible for providing personalized academic advising, including course selection, degree planning, and general academic support.

A **secondary advisor** is an additional advisor assigned to a student to provide specialized guidance and support in a specific area

Skyhawk Advisor: An academic advisor assigned to first-year students who are not in specialized

advising programs (e.g., TRIO, Pre-Nursing, Athletics).

Faculty Advisor: A faculty member assigned to students after they have earned 60 credits and are in their declared academic major.

TRIO Advisor: An academic advisor for students participating in the TRIO or STEM Cubed programs, offering specialized support.

Athletic Advisor: An advisor who works with student athletes to ensure academic success while managing their athletic responsibilities.

Pre-Nursing Advisor: An advisor who works with students in the Pre-Nursing program to ensure they meet the prerequisites and requirements for the nursing program.

Procedures: (Optional)

Cross-Referenced Policies: (Optional)

Consequences of Non-Compliance: (optional)

Review and Revision History:

Description of the most recent changes, dates of changes, etc.