ADVISING LINKAGE INITIATIVE

Guidelines for Academic Advisor and Departmental Advisor

The main objective is to provide the Undergraduate Program Directors, faculty and appropriate staff professionals direct access to an academic advisor in the Academic and Transfer Advising Services (ATAS) to whom they can refer to clarify academic policies and procedures, academic concerns, and assist with academic situations outside the purview of the academic department. In addition, the academic department gains a better understanding of the services that the ATAS office provides for the Stony Brook community.

Responsibility of the Academic Advisor

- Establish the initial contact with Undergraduate Program Director/UPD or the appropriate staff professional.
- Establish a set time to meet the department advisor either in person or via telephone conversation at least once each semester.
- Become knowledgeable of pre-major requirements.
- Inquire on how major/minor advising is administered within the department.
- Serve as the consistent resource for that department.
- Provide constructive feedback when prudent and relay students concerns about the department or instructor responsibilities.
- Communicate relevant information on changes in academic policy and procedure or new initiatives focused on improving the advising services the University provides to undergraduate students.

Responsibility of the Undergraduate Program Director/ Major Advisor

- To apprise the Linkage Advisors of any recent changes in curriculum or department policy as it pertains to undergraduate students.
- Know that the academic advisor linked to the department serves as a resource for the academic department. The Department advisor can speak to any advisor in ATAS if the Linkage Advisor is not available to address any issues or concerns.
- Utilize the information on the ATAS website.
- Encourage discussion on best practices in academic advising and how to expand the advising services the department provides through best practices in higher education and how to involve more faculty to assist with advising during the class registration cycle.
- Inform the academic advisor of any special programs, workshops or guest lectures that may be of interest to pre-majors and minors.

To ensure the both the linkage advisor and departmental advisor are informed of change in curriculum or academic policy, it is suggested that you arrange to meet twice per semester.

Revised 7/1/16