

Academic Advising Roles and Responsibilities: Faculty vs. Professional Advisors

Types of Advisors

Professional Advisor/Academic Program Manager- Member of Dean's Staff and under the direction of the COHP Dean, Associate Dean and Senior Director of Advising. All professional advisors report to the Academic Program Manager who is also responsible for assigning caseloads to professional advisors.

Faculty Advisor/Mentor- Current faculty member reporting either to the Associate Dean of COHP or directly to a department chair. Caseloads assigned via department chairs and based on the academic level of the student or specific discipline.

Advising Duties

Duty	Advisor Responsible
Course Selection	Faculty Advisor, Professional Advisor, Faculty mentor (Based on Caseload)
Graduation Processing	Professional Advisors
CPOS Processing	Professional Advisor
Career Guidance	Faculty Advisor/Mentor
Change of Major	Professional Advisor
Change/Addition of Minor	Professional Advisor
Degreeworks Changes	Professional Advisor (In most cases)
Understanding Policy and Procedures as it relates to Marshall	Professional Advisor
Understanding Policy and Procedures related to the major	Faculty Advisor/mentor or Professional Advisor
Adding/Removing of Holds	Professional Advisor
Graduation Related inquiries	Professional Advisor
Academic Probation	Professional Advisor
Academic Suspension	Academic Program Manager
Alternative Suspension	Academic Program Manager
Graduate Student Graduation	Academic Program Manager
Graduate Student Plan of Study Creation	Faculty Advisor/Mentor
Graduate Student Plan of Study Processing	Academic Program manager
Graduate and/or Professional School Guidance	Faculty Advisor/Mentor
Evaluate Transfer Credit	Professional Advisor
Process Academic Document/Forms (Undergrad)	Professional Advisor
Process Academic Document/Forms	Academic Program Manager
Connections to Research Opportunities	Faculty Advisor/Mentor
Understand Industry Driven Competencies	Faculty Advisor/Mentor