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AMERICAN UNIVERSITY OF CENTRAL ASIA

Academic Advising Policy

Responsible Unit: Academic Advising Center

Approval Authority: University President

Reviewed by: Vice-President for Academic Affairs, Faculty Senate

Effective Date: August 17, 2026

Review Cycle: Annual

1. PURPOSE

The Academic Advising Policy at the American University of Central Asia (AUCA) establishes a structured framework that supports student success while ensuring consistency, transparency, and equitable access to advising and student support services. It defines roles and responsibilities in alignment with institutional priorities and the regulations of the Kyrgyz Republic, providing consistent academic guidance to students.

2. SCOPE

This policy applies to all undergraduate students enrolled in degree programs at AUCA. Graduate degree programs and New Generation Academy are excluded.

3. INTRODUCTION TO ACADEMIC ADVISING AT AUCA

Academic advising at AUCA is a core component of the liberal arts model, supporting students in navigating academic requirements, making informed decisions, and engaging in their educational experience from entry through graduation. It fosters constructive relationships between students and advisors, and provides a structured environment for academic planning, guidance, and support.

Academic advising is a vital academic function that personalizes the higher education experience for each student starting the first year at the University. Advising establishes a space where confidence is nurtured, questions are addressed and answered, and support is offered.

Academic advising is integral to the implementation of the AUCA Strategic Plan 2025-2030, supporting the enhancement of the learning environment, student development, and faculty engagement. It reflects the guiding principles of “humanism and personality development,” “guaranteed equality and access,” and “academic integrity,” as established in the Law of the Kyrgyz Republic on Education (See: Law on Education #179 from August 11, 2023), and contributes to an equitable and effective academic advising system.

4. DEFINITIONS

4.1. The Academic Advising Center (AAC) is the central unit coordinating advising services at AUCA.

4.2. Faculty Advisor/Academic Advisor is a full-time academic and administrative staff member providing guidance.

4.3. Advisee is a student receiving advising support.

4.4. Peer Advisor is a trained upper-class student assisting with advising processes.

4.5. Parent/Legal Guardian is a biological, adoptive, or court-appointed adult who holds the legal authority and responsibility to make decisions for a student's care, health, education, and general welfare.

5. PRINCIPLES OF ADVISING

- Advising promotes student responsibility and informed decision-making.
- Advising supports student development and academic success.
- Advising ensures equitable and inclusive access to student support services.
- Advising integrates academic and institutional support services.

6. RESPONSIBILITIES

6.1 Academic Advising Center

- Coordinate and oversee advising services.
- Advise all undergraduate first-year students equally divided among Advising Center staff members.
- Guide students on the academic regulations.
- Design and implement academic skills and professional development workshops for students.
- Organize training and advising programs for faculty and peer advisors.
- Collaborate with the relevant offices in implementing the Early Intervention Program.
- Work with students requiring additional intervention based on general academic performance and students' needs, with a special focus on the Mid-semester Faculty reports.

- Disseminate appropriate academic advising materials among faculty advisors.
- Monitor and improve advising effectiveness.
- Notify a Parent/Legal Guardian concerning the academic progress or other circumstances regarded by the University as necessary, affecting the educational process and academic success of students.
- Facilitate seamless transfer of advisees to their newly assigned Faculty/Academic Advisors upon the successful completion of the first year.
- Protect the privacy of every advisee and the confidentiality of records.

The following students receive special attention from the Academic Advising Center:

- Undergraduate students on academic probation and those flagged as struggling;
- Students pursuing a minor specialization or double majors;
- Students changing their majors within AUCA;
- Transfer students from other institutions.

6.2 Faculty Advisors

- Full-time faculty members serve as Faculty Advisors.
- Advise up to 10 students per semester in compliance with the Faculty Labor Agreement.
- Provide academic guidance to assigned upper-class students (second-, third-, and fourth-year students).
- Ensure students choose courses in accordance with the checklists/study plans provided by their respective departments¹.
- Refer students to appropriate services when necessary.
- Engage in advising activities and training for advisors.
- Arrange mandatory meetings with advisees when necessary.
- Protect the privacy of every advisee and the confidentiality of records.

Faculty Advisors may advise up to 25 students per semester with compensation (15 USD per extra upper-class student). Exemptions may apply in programs with disproportionately

¹ It is the responsibility of departments to ensure their checklists/study plans are accurate and up-to-date.

high student numbers, where advising loads may exceed 25 students based on departmental needs.

Faculty Advisors continue working with the same group of students each semester until graduation to maintain continuity and provide effective academic support².

All full-time faculty members are involved in upper-class undergraduate student advising, with the exceptions being made:

- Based on objective health circumstances reviewed case-by-case by the University Administration.
- Based on the full-time faculty members' involvement in graduate student advising, determined by each graduate program.

Note: Full-time Sport Instructors and New Generation Academy faculty members do not advise undergraduate students.

6.3 Advisees

- Take responsibility for academic decisions.
- Follow ethical and behavioral rules outlined in the *Student Code of Conduct*.
- Engage actively in advising processes.
- Attend all meetings labeled mandatory by the Faculty/Academic Advisor.
- Attend at least 3 workshops offered at the Academic Advising Center.
- Meet academic deadlines.

6.4 Peer Advisors

- Support new student integration.
- Guide students on academic processes.
- Assist students during course registration.
- Attend peer advisors' trainings.
- Maintain communication with the Academic Advising Center.
- Follow ethical and behavioral rules outlined in the *Student Code of Conduct*.

² The Academic Advising Center receives the Faculty Advisors distribution at the upper-class level reviewed by each department chair based on the departmental needs.

7. RECOMMENDATIONS FOR INTERACTION

Faculty and Academic Advisors are at liberty to determine how communication and meetings occur with their advisees while ensuring the following recommended advising practices are considered:

- *Introductory Meeting:* Review academic goals, program requirements, and advising expectations.
- *Course Registration Advising:* Review course selections and approve study plans during online registrations.
- *Ongoing Communication:* Maintain timely communication and outreach as needed throughout the semester.

8. COORDINATION AND COMMUNICATION

- *Regular Communication:* All parties (department chairs, office managers, advising team, faculty advisors, and peer advisors) should maintain timely communication to support student success.
- *Coordinated Support:* The Academic Advising Center and Faculty Advisors should collaborate to identify concerns and coordinate student support.
- *Referral Processes:* Faculty and Peer Advisors should refer students to the Academic Advising Center or other services when needed.
- *Student Engagement:* Advisees are expected to communicate proactively and engage in the advising process.
- *Information Sharing:* The Academic Advising Center should provide advising information and updates to support effective communication.

9. GOVERNANCE AND REVIEW

This policy shall be reviewed annually by the Academic Advising Center and approved by the President.