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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## MEMO

**Date:** February 24, 2020

**To:** Veena Prabhu, Academic Senate Chair

**From:** Arash Jamehbozorg, Educational Policy Committee Chair

**Copies:** R. Roquemoire, M. Hawley, C. Pugh

**Subject:** Proposed Policy Deletion: Timing of Undergraduate Advisement policy from Chapter IV of the Faculty Handbook (EPC 19-22)

Timing of Undergraduate Advisement Policy is merged with Policy on Changing a Major or Declaring a Dual Major or a Minor as a new policy according to the EPC 19-21 memo.

## 1 Timing of Undergraduate Advisement

2 Academic advisement shall be required for all new students prior to or during their first term in  
3 attendance. After the first advisement session, each student shall be advised annually or more  
4 often as necessary to enhance academic success. Prior to the completion of 90 quarter units or 60  
5 semester units students must meet with an academic advisor to select a major and develop an  
6 approved degree plan.

7 All transfer students who are admitted with fewer than 20 semester units shall declare a major by  
8 the time they complete three semesters in residence. All transfer students admitted with 20  
9 semester units or more shall declare a major by the end of their second semester in residence.  
10 Upon declaring a major, students shall meet with an academic advisor to develop a degree plan.

11 After reaching 90 quarter units or 60 semester units and before completing 135 quarter units or 90  
12 semester units, all students shall meet with an academic advisor to review their progress toward  
13 graduation based on the results of an on-line degree audit. Upon the completion of 135 degree  
14 eligible quarter units or 90 degree eligible semester units, ALL students must meet with an advisor  
15 to determine when they should apply for graduation.

16 Students who reach 180 quarter units or 120 semester units and have not filed a graduation  
17 application shall meet with an academic advisor to review their progress toward graduation based  
18 on the results of an on-line degree audit and develop a plan to help ensure timely and efficient  
19 progress toward graduation. The plan shall include remaining requirements and dates of future  
20 progress checks.