

Code: A-024.3
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Approved: Jon Wefald
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SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

**ADMINISTRATIVE CHANGE OF ADVISEES AND
DISPOSITION OF ADVISEE FOLDERS**

- I. Administrative Replacement of Faculty Advisees
 - A. When a faculty member is no longer with an academic department, it is the responsibility of the department chairperson to reassign the advisees to the other faculty in the department. The changes should be recorded on the advisee reassignment form of which one copy should be sent to the Registrar and one copy should be kept for departmental files.
 - B. Upon receipt of the advisee reassignment form, the Registrar will enter the new advisee assignments into the ISRS Program.
 - C. The department chairperson is responsible for redistributing the advisee folders to the new advisor(s) and is responsible for notifying the advisees of their new advisor.

See also:

A-024 Student Advisement

A-024.1 Initial Assignment of Transfer Students to Academic Advisors

A-024.2 Initial Assignment of New Freshmen (non transfer) to Academic Advisors

A-024.4 Student-Initiated Change of Academic Advisor

A-024.5 Support Material and Procedures for Student Advising

A-024.6 Registration Advisor Access Code